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ABSTRACT

The purpose of this group of eight booklets, prepared by a high school district, is to inform district students and their parents of the continuing guidance services available and to stimulate students' use of these services in career planning. Each booklet is designed for a specific high school, but includes identical sections dealing with the importance of, and factors in, career decision making, descriptions of community resources for educational and vocational information, and exercises on goal setting. Specificity is achieved by describing, on the last two pages, the counseling services and resources available at each school, as well as the personnel involved. A tear card to mail to the specific school requesting additional information on classes, special programs, military services, etc., is also included. (LKP)

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# Student Alternatives to careers Via Vocational opportunities available to Youth

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Pupil Personnel Services

Grossmont Union High School District

ERIC

GROSSMONT UNION HIGH SCHOOL DISTRICT
Murray Drive Exit
Interstate 8
La Mesa, California 92041

To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph.D.
Director, Pupil Personnel Services

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HELIX HIGH SCHOOL
7323 University Avenue
La Mesa, California 92041

To Parents and Students:

One of the trends in education of the 70's is to help students in high school find their vocational or professional interest in line with their abilities. Helix makes available to students counseling, vocational testing, and career opportunity experiences as a means of helping the individual research their career choice.

The vocational opportunities available to students at Helix High School have been developed because of the interest indicated by students through student surveys, counseling, and follow-up study of our graduates. One of the objectives of the school is to provide experiences for students that will develop salable skills upon graduation from high school. Many students today are interested in high school curriculum offerings that provide practical experiences that have a carry-over value into their adult life.

The faculty and administration are continuing to assess students' vocational needs. Our plan is to add additional courses each year as these new assessments are made. Many of the professional careers today require experiences in vocational courses; therefore, the program is not just limited to students who are planning to go into technical and vocational education upon completion of their high school work. We encourage students to contact their counselor and the work experience coordinator in the guidance center to answer questions and to provide materials that will be of assistance.

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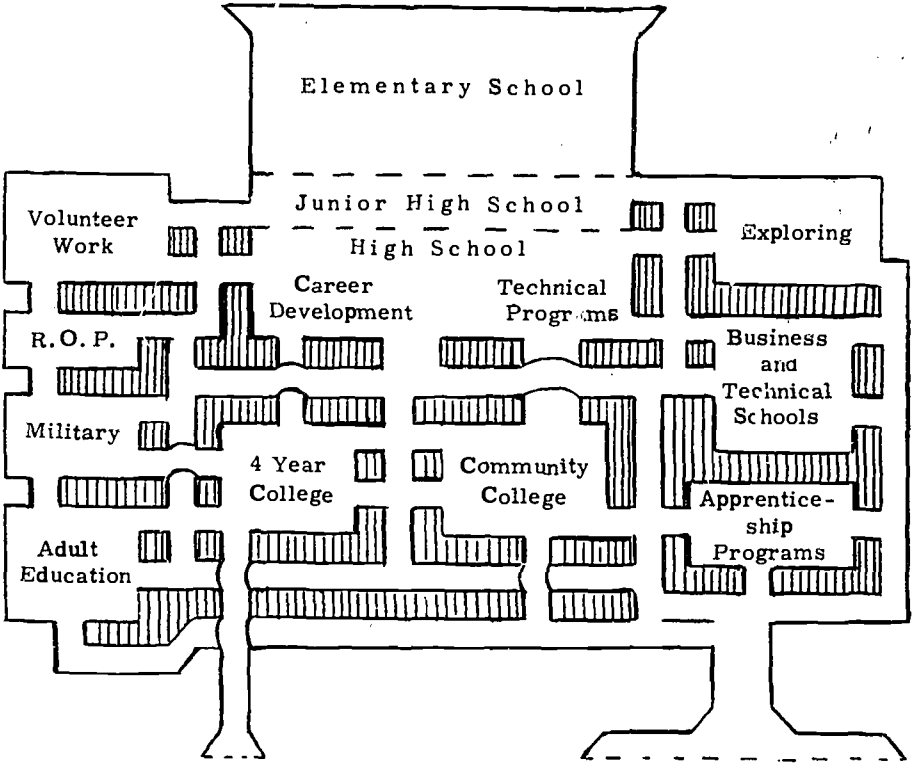
# BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?



Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.


| | | | |
|---|---|---|---|
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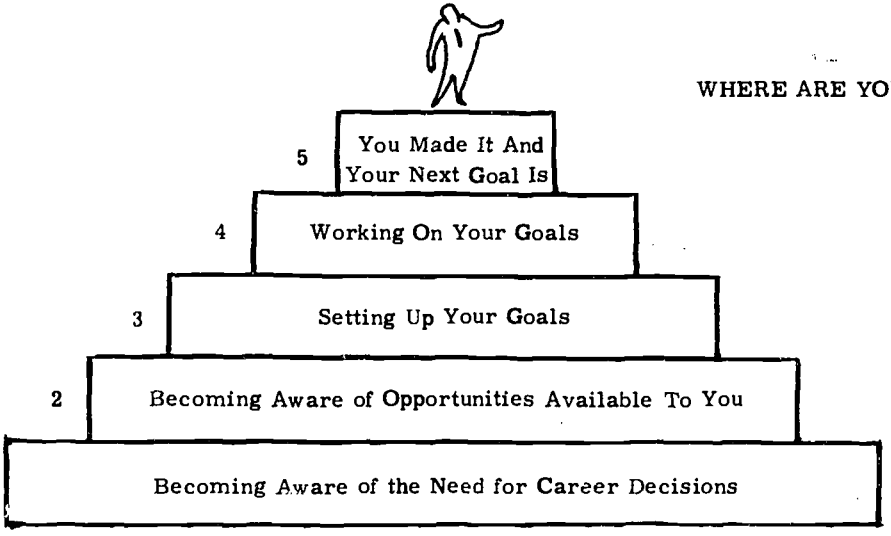
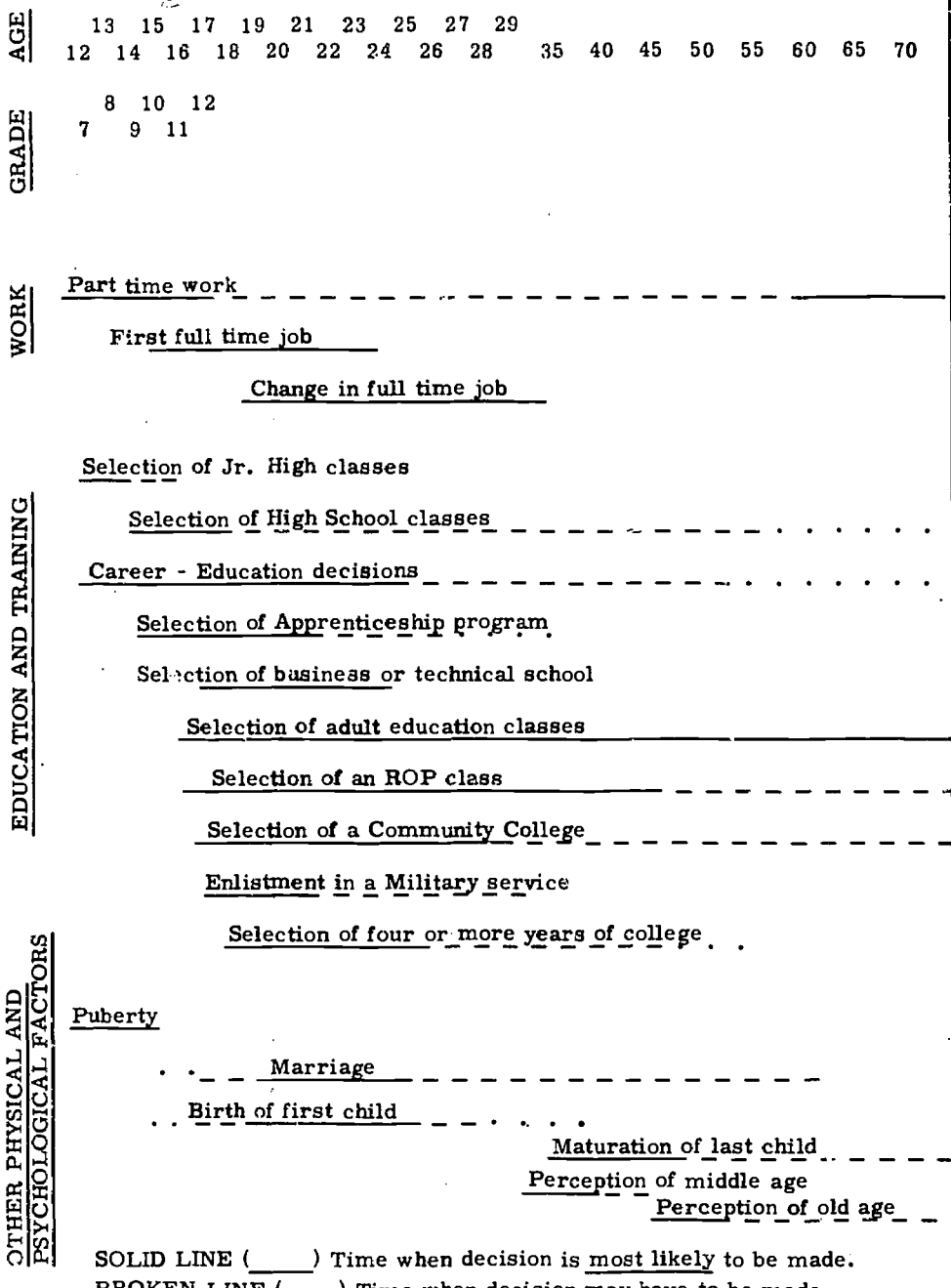


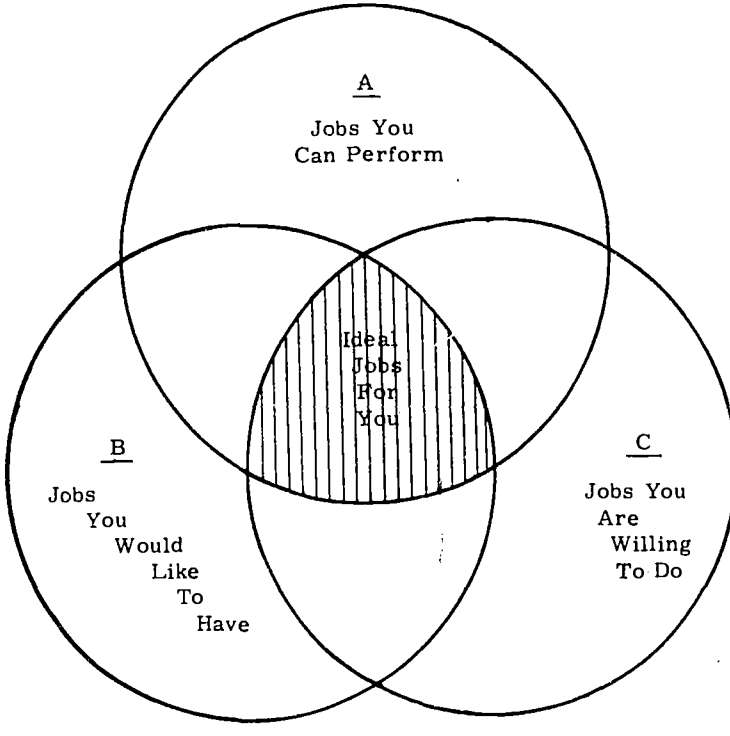


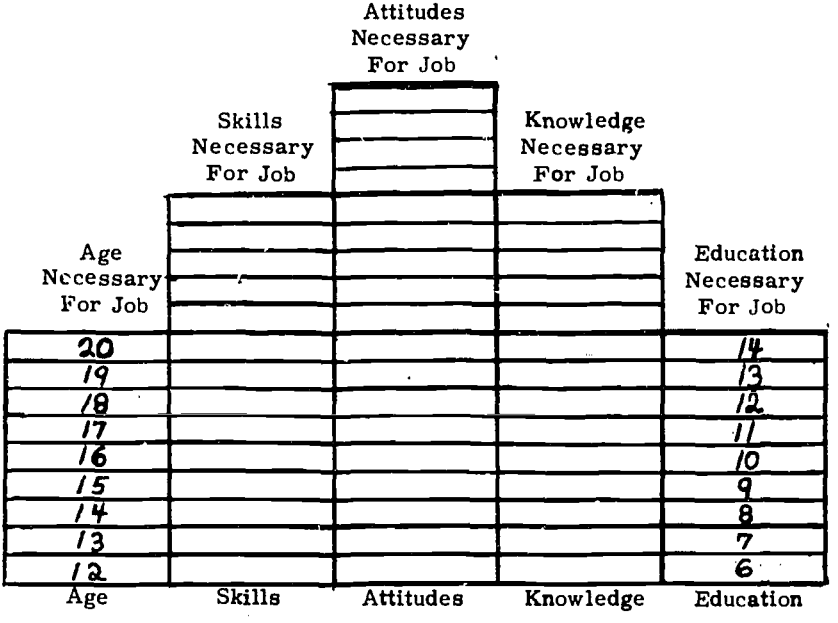

SOLID LINE (_____) Time when decision is most likely to be made.
BROKEN LINE (_ _ _) Time when decision may have to be made.
DOTTED LINE (. . .) Time when decision is least likely to occur.

First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.






This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.

# OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department

Business Education Department

English Department

Home Economics Department

Mathematics Department

Music Department

Physical Education Department

Science Department

Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

| | | |
|---|---|---|
| Agricultural Classes | Diesel Mechanics | Metal Trades |
| Auto Body | Drafting | Plastics |
| Auto Mechanics | Electricity | Woodworking |
| Building Construction | Electronics | |

## LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V. I. E. W. (Vital Information for Education and Work)
   Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
   Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
   Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.

## STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

CLERICAL OCCUPATIONS
CRAFTSMEN - CONSTRUCTION
CRAFTSMEN - MECHANICS AND REPAIRMEN
CRAFTSMEN - OTHER
FARMING, LOGGING AND RELATED, FISHERIES
GOVERNMENT OCCUPATIONS
MANAGERS, OFFICIALS, PROPRIETORS
MEDICAL SERVICES
PRODUCTION WORKERS - OPERATIVES
PROFESSIONAL - ARTS, JOURNALISM, RECREATION
PROFESSIONAL - TEACHING AND SCIENTIFIC
PROFESSIONAL - ENGINEERING AND DRAFTING
PROFESSIONAL - OTHER
SALES OCCUPATIONS
SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.

Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

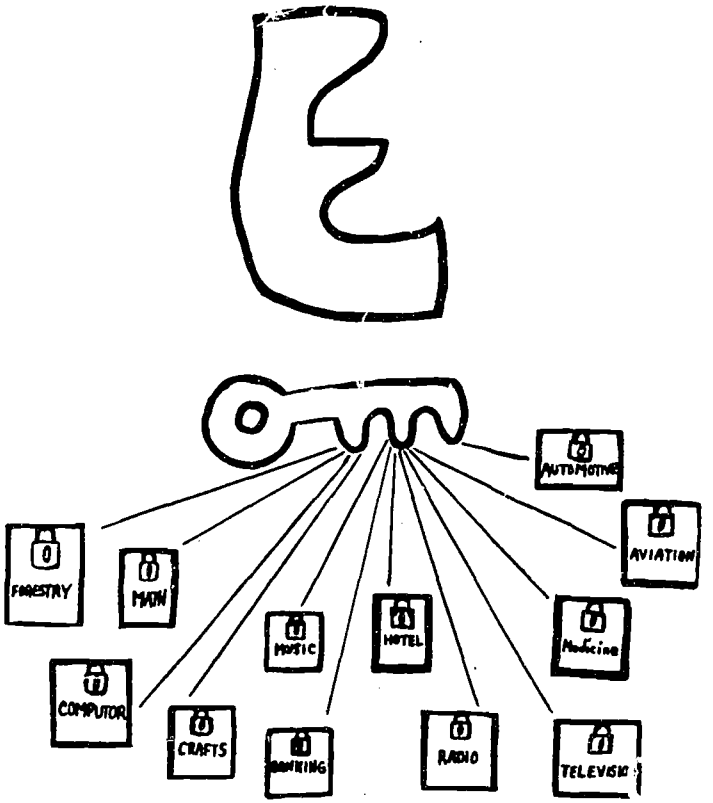
Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics
Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.

Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computor and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.



## REGIONAL OCCUPATIONAL PROGRAM

The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School

Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcriptior Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School

Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

Automotive
Barber
Bricklayers and Stonemasons
Carpentry and Drywall
Carpet Linoleum and Soft Tile
Cement Mason
Glaziers
Ironworkers
Lathers
Machinist
Meatcutters
Mill Cabinet Maker
Operating Engineers
Painter-Drywall Taper
Plasterers
Plumbers and Pipefitters
Roofers
Sheet Metal
Sound Technicians
Surveyors
Teamsters Heavy Duty Construction Mechanic
Typographical
Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U. S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260

Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook
Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

| | |
|---|---|
| US ARMY RECRUITING - 356 N. Magnolia, El Cajon | 442-5700 |
| US ARMY RESERVES - Admiral Baker Road | 283-5571 |
| US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon | 447-0775 |
| US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon | 444-5794 |
| US MARINE CORPS RESERVE TRAINING CENTER Miramar NAS, San Diego | 277-5635 |
| US NAVY RECRUITING - 352 N. Magnolia, El Cajon | 442-5177 |
| US COAST GUARD RECRUITING - 842 Broadway, San Diego | 239-8826 |
| US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego | 293-5185 |

Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

Accounting & Bookkeeping
Air Traffic Control
Applied Arts & Crafts
Architectural Drafting
Automobile Emission Control
Banking & Finance
Bio-medical Technology
Broadcasting
Building Construction Technology
Business Data Processing
Business Management
Child Development - Nursery Schools
Civil Engineering Technician
Commercial Art
Comprehensive Homemaking
Computer Technology
Correctional Science (Criminal Justice)
Crafts
Dental Assisting
Electronic Technician
Electronics Drafting
Emergency Medical Care
Engineering Drawing
Engineering Technology
Food Service
General Office
Governmental Administration (Governmental Service)
Home Furnishings Merchandising
Identification Technology (Criminology)
Industrial Technology
Inhalation & Respiratory Therapy
Instructional Media Technology
Instrumentation Technician
Journalism
Library Technician
Marketing (Mid-Management)
Mechanical Drafting
Nursing - Registered
Photography
Pilot Training (Aerospace)
Police Science
Probation Assistant
Processes/Material Technician
Radiological Technology
Real Estate
Recreation
Restaurant Management
Retailing/Sales Management
Secretarial - general
Secretarial - legal
Secretarial - medical
Security
Stagecraft
Supervision
Surveying
Teacher Assistant (Instructional Associate)
Technical Illustration
Technical Writing
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.



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## SCHOLARSHIPS AND FINANCIAL AIDS

Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

Occupational Education and Training Grants (State of California) (500)

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.

# SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list ontains the three ingredients of your goal along with some examples:

1. A skill involves the ability to perform a task.

   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. Knowledge is knowing information.

   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. An attitude involves just that; how you feel about some things.

   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding our career goal.

1. Abilities. You should take into account your mental and physical abilities when choosing your career goal.

2. Personality. You should enjoy what you are doing and it should be rewarding in some way to you.

3. Health. Is your health such that you will not become ill from the job?

4. Job. What will the hours be? What will the pay and fringe benefits be?

5. Training. Where are you going to get it and of what quality will it be?



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6. Financing. How are you going to pay for your training, living arrangements and the like?

7. Time. How many weeks or years of training will it take for you to reach your career goal?

8. Job Availability. Will there be a job for you after you are trained, and will it last? Will you have to move?

9. High School. What are you currently doing in high school to help you towards your goal?

10. Other Goals in Life. Will this career be compatible with other goals in life?

11. Personal Interests. Hobbies and the like that you enjoy doing and how they will relate to your job.

12. Effects on others. How will this goal effect people who are emotionally tied to you?

13. Other personal situations you are aware of that may affect your job goal.

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.

---

# WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

List the other activities during high school that will help you towards you career goal (example: tests for admittance to vocational school). List these activities and dates.

Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal _____

Immediate Goals _____

_____

_____

_____

_____

# YOU MADE IT! AND YOUR NEXT STEP IS.

Future Goals _____

_____

_____

_____

_____



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## COUNSELING AND GUIDANCE

Any student in need of information or guidance, whether it be of a scholastic or a personal nature or in regard to the selection of a career, should feel free to see his counselor. Also, a student may see any one of his teachers for counseling. Arrangements to see a teacher should be made by mutual agreement.

Each counselor usually takes his counselees through all four years of high school.

The counselors' offices are located in the Administration Building and Guidance Center and the Counselors are available for consultation from 7:15 a.m. until 3:00 p.m. each school day.

If possible, a student should see his counselor either before or after school, or during study hall. If a student wishes to see his counselor during class-time, he must submit a Request-to-See-Counselor form to the Counseling Secretary. The Counselor, at his earliest convenience, will either send a call slip or write a reply to the student.

A Counseling and Guidance Resource Center is located near the A.S.B. Office so that students may "drop in" to speak to a counselor about general problems, to get general information, or to see the Career Development Specialist.

Guidance Center Personnel ..... Lynn Lorsch
Claire Tremaine, Counselors
Russ Jackson, Career Development
Race Paddock, Teaching Assistant

COUNSELING AND GUIDANCE RESOURCE CENTER, ROOM 91

Information is available concerning:

1. Career and job descriptions
2. Career Development and Work Experience
3. Youth Employment
4. College Information
5. Military Services
6. Agency Referrals
7. Student Tutoring

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## COUNSELING AND GUIDANCE

| | |
|---|---|
| DIRECTOR | Gordon Temby<br>Administrative Vice Principal |
| PSYCHOLOGIST | Marilyn Popejoy |
| NURSE | Shirley O'Connell<br>(Marion Taylor - sabbatical leave 1973-74) |
| SPEECH THERAPIST | Fredda Simmons |

### COUNSELING ASSIGNMENTS AND SPECIALTIES

| | | | |
|---|---|---|---|
| * | A - Cl | Mr. Carlton (Robert) | Financial Aid, Assist Senior Advisors Senior Bulletin, E.O.G. |
| | Co - Ge | Mrs. Lorsch (Lynn) | EH Counseling, Assists AFS Advisor, Assists Frosh Advisors, Shares Guidance Center Supervision |
| | Gh - Kn | Mrs. Tremaine (Claire) | College Information, College Contacts, B.O.G. Assists Senior Advisor, Shares Guidance Center Supervision |
| | Ko - Ol | Mr. Geck (Richard) | Ethnic/Minority Counseling, Assists Junior Class Advisors, Special Awards |
| | Om - Sk | Mr. Samuel Singer | Ethnic/Minority Counseling, Special Projects, Military, Testing, Assists Sophomore Advisors, Special Study, Beauty Colleges |
| | Sl - Z | Mr. Thurman (James) | R.O.P., Vocational, Health Careers Coordinator, Teacher Prep Coordinator, Assists Frosh Advisors, Trade Schools, Business Schools. |

* Miss Pat Robbins on Sabbatical Leave 1973-74

Place
8¢
Stamp

GUIDANCE DEPARTMENT
Helix High School
7323 University Avenue
La Mesa, CA 92041

Cut Here & Mail or Deliver To:

IMPORTANT DATES FOR TESTING

Students are urged to participate in the Prelimiary Scholastic Aptitude Test (PSAT) and in the National Merit Scholastic Qualifying Test (NMSQT).

While the NMSQT seeks to identify the outstanding students for possible scholarship recognition, the PSAT presents an opportunity for a student to estimate his chance for admission to college. PSAT is recommended for all students who plan on attending college. The NMSQT is recommended for all students who scholastically have a "B", or better, average.

The cost for both tests is minimal.

| | |
|---|---|
| S.A.T. | April 6, 1974<br>June 22, 1974 |
| S.A.T. | Achievement Tests<br>May 4, 1974 |
| A.C.T. | April 27, 1974<br>June 15, 1974 |

ions can be obtained in the Counseling and Guidance Resource Center, . Applications should be completed at least one month prior to the test date.

## Request For Help Information

☐ Help-I don't know where to start

☐ I Would Like Information On:
(Check any/all that you wish)

Student's Name _____

Address _____

City _____ Zip Code _____

Phone _____

Please call me from class:

Room _____

Period _____

Class _____

Teacher _____

Counselor _____

- ☐ Classes In My High School
- ☐ General or Vocational Career Development
- ☐ Exploratory Career Development
- ☐ Vocational Classes in G. U. H. S. D.
- ☐ V. I. E. W.
- ☐ Career Information Directory
- ☐ Dial-A-Career
- ☐ Careers
- ☐ Volunteer Bureau
- ☐ Exploring
- ☐ R. O. P.
- ☐ Apprenticeship Programs
- ☐ Business and Technical Schools
- ☐ Military
- ☐ Community Colleges
- ☐ Financial Aids
- ☐ Setting Up My Career Goals

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La Mesa, CA.
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# Student Alternatives to careers Via Vocational opportunities available to Youth

CG 004 937

Pupil Personnel Services

Grossmont Union High School District

ERIC

GROSSMONT UNION HIGH SCHOOL DISTRICT
Murray Drive Exit
Interstate 8
La Mesa, California 92041

To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph. D.
Director, Pupil Personnel Services

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SANTANA HIGH SCHOOL
9915 Magnolia Avenue
Santee, California 92071

To Parents and Students:

Santana High School offers a variety of programs and services for you in Career Development. The staff is highly concerned about you and the development of your interests and abilities.

The vocational opportunities available to you are unsurpassed in California and the country. You can explore almost any area of career interest with an "on-the-job" experience. You can make use of testing, counseling, and information services through the Career Center. In addition, actual vocational training is available on campus in a variety of opportunity areas: plastics, building construction industrial design, electronics, metals, auto body repair, automotive repair, diesel mechanics, secretarial and clerical training, computer technology, restaurant training, and vocational commercial art. Other training is available through district programs and the Regional Occupational Program.

All of the opportunities and services are aimed toward you and the development of career opportunities. You can use them to build a future based on your interests and abilities.

SANTANA COUNSELING STAFF

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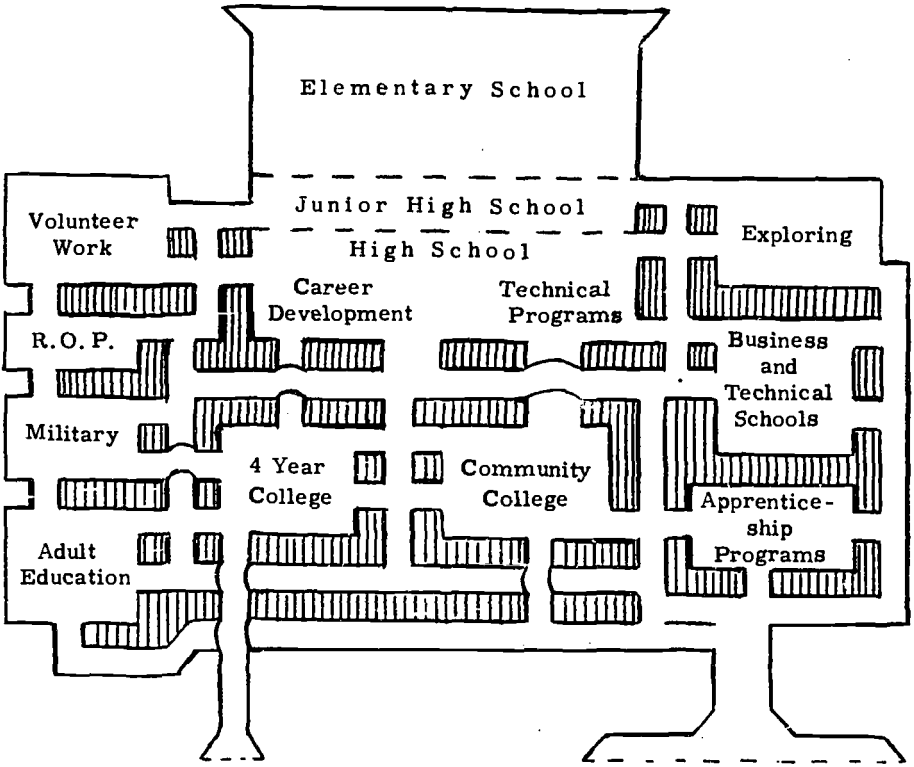
# BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?



Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.


| | | | |
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| PART | 5. | You Made It! and Your Next Step Is ... | page 20 |
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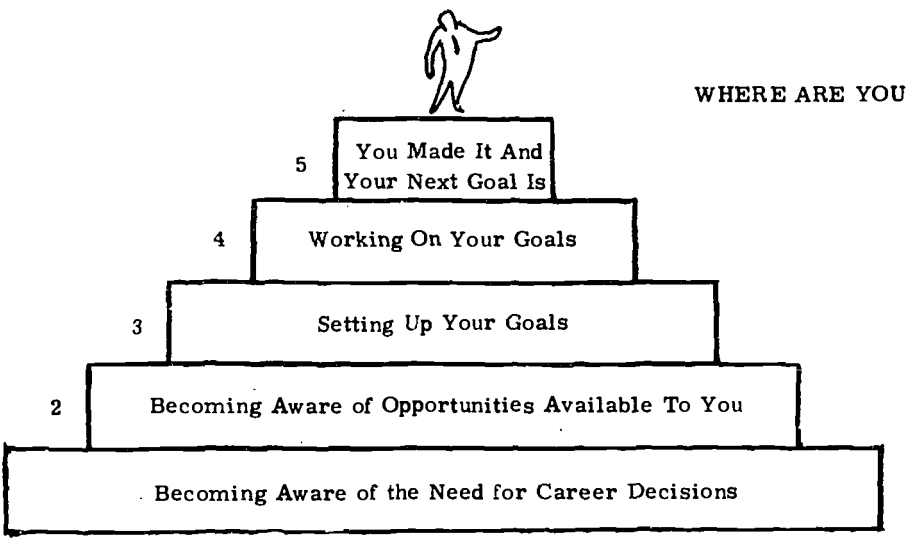
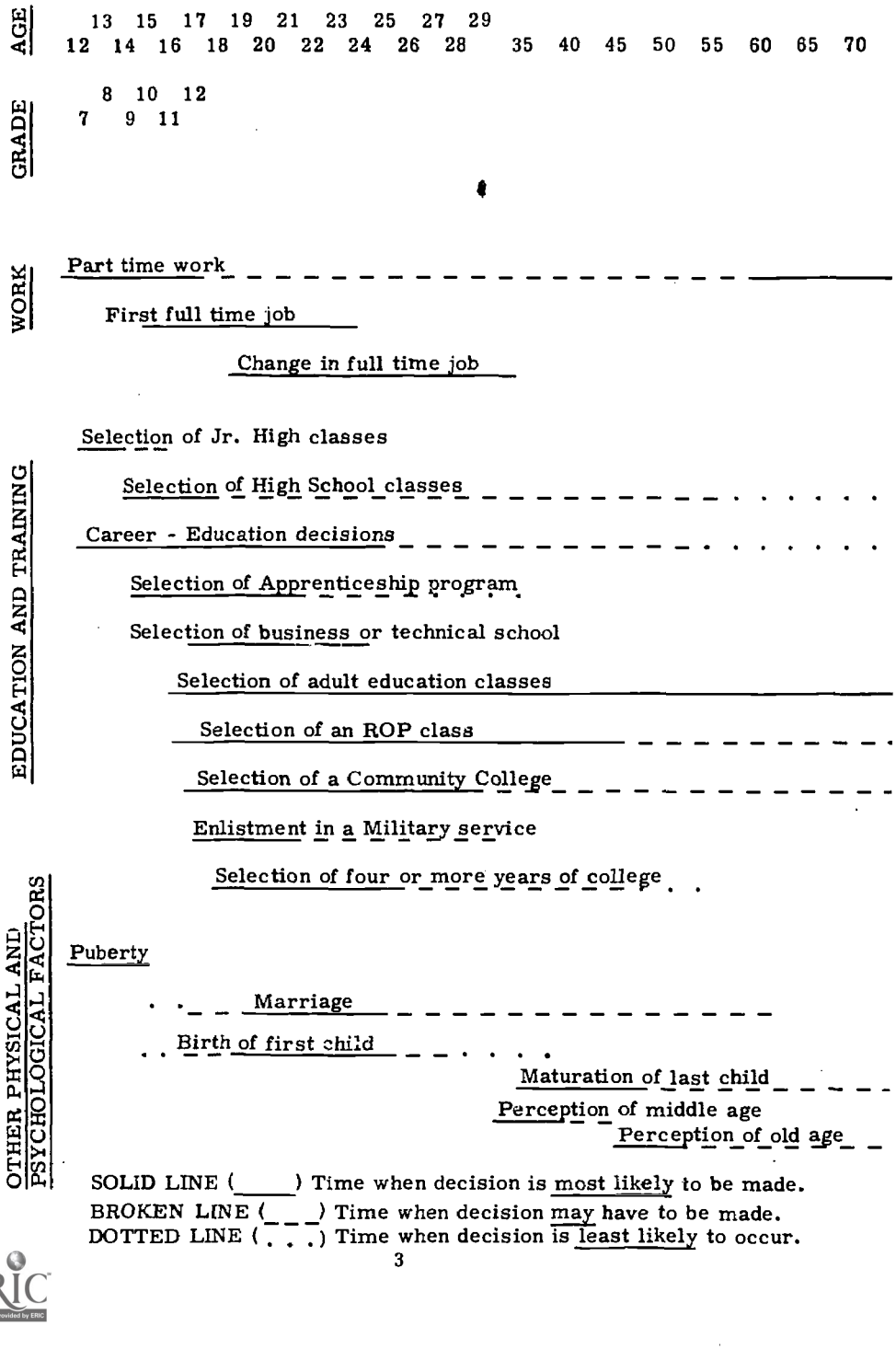


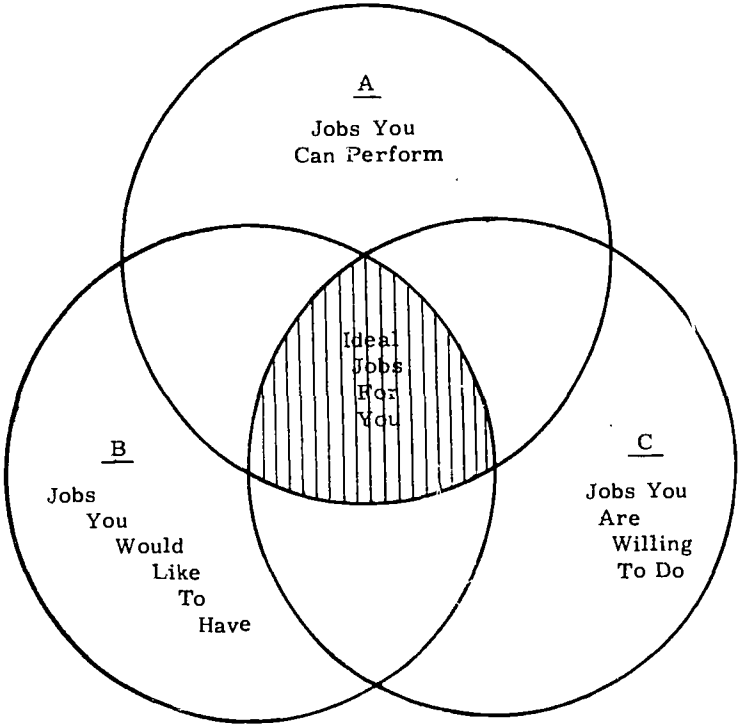


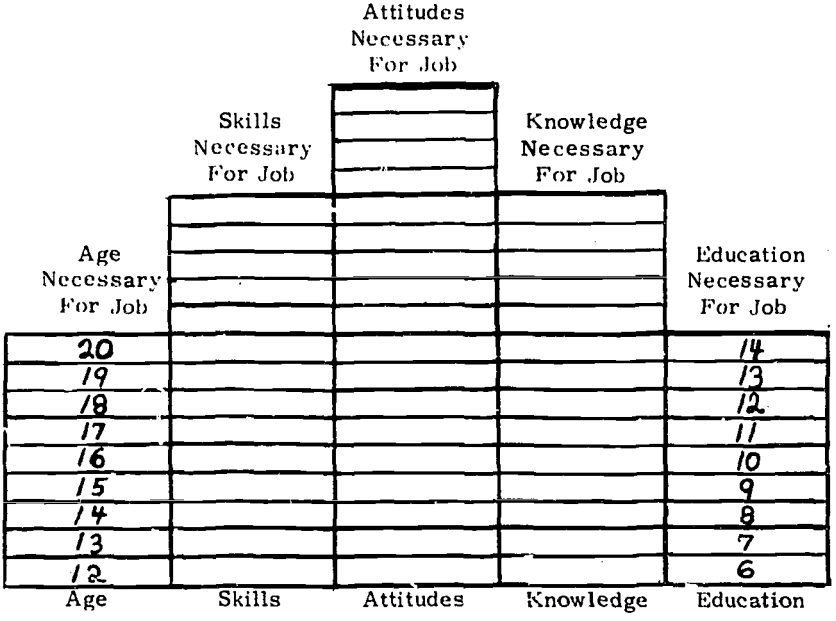

SOLID LINE (_____) Time when decision is most likely to be made.
BROKEN LINE (_ _ _) Time when decision may have to be made.
DOTTED LINE (. . .) Time when decision is least likely to occur.

First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.






This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.

# OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department

Business Education Department

English Department

Home Economics Department

Mathematics Department

Music Department

Physical Education Department

Science Department

Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

| | | |
|---|---|---|
| Agricultural Classes | Diesel Mechanics | Metal Trades |
| Auto Body | Drafting | Plastics |
| Auto Mechanics | Electricity | Woodworking |
| Building Construction | Electronics | |

## LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V.I.E.W. (Vital Information for Education and Work)
   Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
   Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
   Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.

## STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

CLERICAL OCCUPATIONS
CRAFTSMEN - CONSTRUCTION
CRAFTSMEN - MECHANICS AND REPAIRMEN
CRAFTSMEN - OTHER
FARMING, LOGGING AND RELATED, FISHERIES
GOVERNMENT OCCUPATIONS
MANAGERS, OFFICIALS, PROPRIETORS
MEDICAL SERVICES
PRODUCTION WORKERS - OPERATIVES
PROFESSIONAL - ARTS, JOURNALISM, RECREATION
PROFESSIONAL - TEACHING AND SCIENTIFIC
PROFESSIONAL - ENGINEERING AND DRAFTING
PROFESSIONAL - OTHER
SALES OCCUPATIONS
SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.

Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

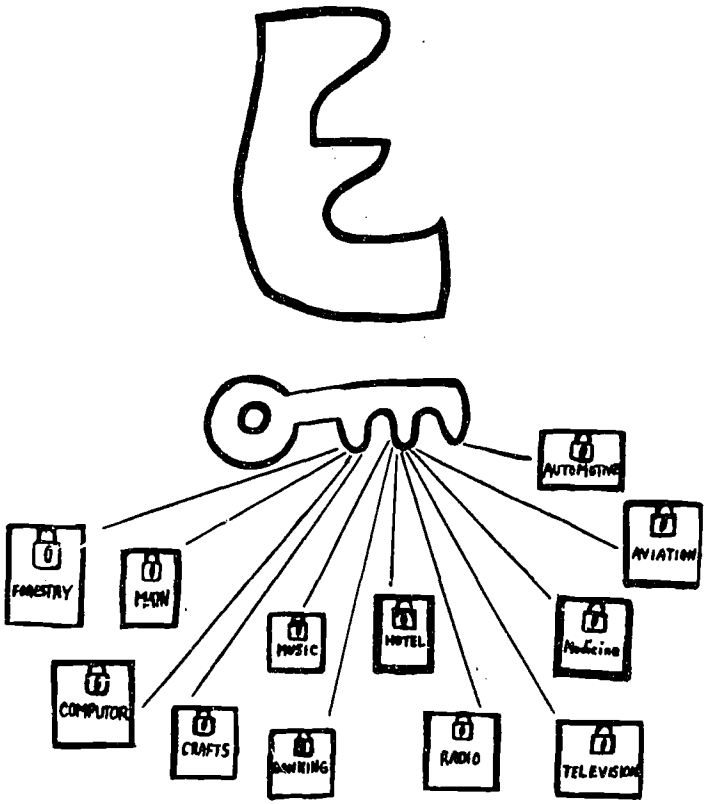
Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics
Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.

Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computor and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.



## REGIONAL OCCUPATIONAL PROGRAM

The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School

Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School

Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

Automotive
Barber
Bricklayers and Stonemasons
Carpentry and Drywall
Carpet Linoleum and Soft Tile
Cement Mason
Glaziers
Ironworkers
Lathers
Machinist
Meatcutters
Mill Cabinet Maker
Operating Engineers
Painter-Drywall Taper
Plasterers
Plumbers and Pipefitters
Roofers
Sheet Metal
Sound Technicians
Surveyors
Teamsters Heavy Duty Construction Mechanic
Typographical
Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260

Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook
Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

| | |
|---|---|
| US ARMY RECRUITING - 356 N. Magnolia, El Cajon | 442-5700 |
| US ARMY RESERVES - Admiral Baker Road | 283-5571 |
| US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon | 447-0775 |
| US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon | 444-5794 |
| US MARINE CORPS RESERVE TRAINING CENTER Miramar NAS, San Diego | 277-5635 |
| US NAVY RECRUITING - 352 N. Magnolia, El Cajon | 442-5177 |
| US COAST GUARD RECRUITING - 842 Broadway, San Diego | 239-8826 |
| US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego | 293-5185 |

Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

Accounting & Bookkeeping
Air Traffic Control
Applied Arts & Crafts
Architectural Drafting
Automobile Emission Control
Banking & Finance
Bio-medical Technology
Broadcasting
Building Construction Technology
Business Data Processing
Business Management
Child Development - Nursery Schools
Civil Engineering Technician
Commercial Art
Comprehensive Homemaking
Computer Technology
Correctional Science (Criminal Justice)
Crafts
Dental Assisting
Electronic Technician
Electronics Drafting
Emergency Medical Care
Engineering Drawing
Engineering Technology
Food Service
General Office
Governmental Administration (Governmental Service)
Home Furnishings Merchandising
Identification Technology (Criminology)
Industrial Technology
Inhalation & Respiratory Therapy
Instructional Media Technology
Instrumentation Technician
Journalism
Library Technician
Marketing (Mid-Management)
Mechanical Drafting
Nursing - Registered
Photography
Pilot Training (Aerospace)
Police Science
Probation Assistant
Processes/Material Technician
Radiological Technology
Real Estate
Recreation
Restaurant Management
Retailing/Sales Management
Secretarial - general
Secretarial - legal
Secretarial - medical
Security
Stagecraft
Supervision
Surveying
Teacher Assistant (Instructional Associate)
Technical Illustration
Technical Writing
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.

## SCHOLARSHIPS AND FINANCIAL AIDS

Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

Occupational Education and Training Grants (State of California)
(500)

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in puhlic or private institutions. They will pay up to $2.000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.

# SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. A skill involves the ability to perform a task.

   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. Knowledge is knowing information.

   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. An attitude involves just that; how you feel about some things.

   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding your career goal.

1. Abilities. You should take into account your mental and physical abilities when choosing your career goal.

2. Personality. You should enjoy what you are doing and it should be rewarding in some way to you.

3. Health. Is your health such that you will not become ill from the job?

4. Job. What will the hours be? What will the pay and fringe benefits be?

5. Training. Where are you going to get it and of what quality will it be?

6. Financing. How are you going to pay for your training, living arrangements and the like?

7. Time. How many weeks or years of training will it take for you to reach your career goal?

8. Job Availability. Will there be a job for you after you are trained, and will it last? Will you have to move?

9. High School. What are you currently doing in high school to help you towards your goal?

10. Other Goals in Life. Will this career be compatible with other goals in life?

11. Personal Interests. Hobbies and the like that you enjoy doing and how they will relate to your job.

12. Effects on others. How will this goal effect people who are emotionally tied to you?

13. Other personal situations you are aware of that may affect your job goal.

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.

_____

# WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

List the other activities during high school that will help you towards you career goal (example: tests for admittance to vocational school). List these activities and dates.

Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal _____

Immediate Goals _____

_____

_____

_____

_____

# YOU MADE IT! AND YOUR NEXT STEP IS..

Future Goals _____

_____

_____

_____

_____

## STUDENT SERVICES DEPARTMENT

| | | |
|---|---|---|
| Principal | | Mr. Sidney Gerstler |
| Assistant Principals | | Miss Lois Nossaman |
| | | Mr. Edgar Henry |
| | | Mr. Delwin Grissen |

| Counselors | Alphabetic Division | Specialty |
|---|---|---|
| Mrs. Barbara McCluskey | A-Car | Vocational/Educational Counseling<br>Grossmont Junior College<br>Senior Bulletin |
| Mrs. Sally Cochenour | Cas-Fe | Vocational/Educational Counseling<br>Beauty College, Business College |
| Mr. William Dunmeyer | Fi-Hos | Vocational/Educational Counseling<br>Military (Draft, Enlistment, ROTC<br>Technical & Specialized Training |
| Mr. Bobby Avant | Hot-Mar | Vocational/Educational Counseling<br>Driver Training, State Mandated Testing |
| Mrs. Barbara Spaulding | Mas-Q | Vocational/Educational Counseling<br>College Admissions, Scholarships, Financial Aid |
| Mrs. Eleanor Sherrell | R-Sta | Vocational/Educational Counseling<br>Regional Occupational Program<br>Neighborhood Youth Corps<br>Vocational Testing |
| Mr. Donald Newcom | Ste-Z | Vocational/Educational Counseling<br>Teacher Prep, Secretarial Prep |
| Mr. Larry Maw | E.S.E.A. (Title I) | Vocational/Educational Counseling<br>E.S.E.A. Vocational Projects |

| | |
|---|---|
| School Psychologist | Mr. John Gregory |
| School Nurse | Mrs. Irene Gwinnup |
| Speech Therapist | Mrs. Teddi Merrick |

ERIC

Place
8¢
Stamp

GUIDANCE DEPARTMENT
Santana High School
9915 Magnolia Avenue
Santee, CA 92071

---

Cut Here & Mail or Deliver To:

RESOURCE STAFF

| | | |
|---|---|---|
| Mr. Sewell Dunton | Career Development Specialist (Jobs, Exploratory, Work Permits) | |
| Mrs. Betty Roberts | Career Center Coordinating Clerk | |
| Mrs. Joan Sailer | Counseling Secretary | Work permits, car registration, social security cards, ACT and SAT applications, Senior bulletin, draft registration, general information |
| Mrs. B Stewardson | Counseling Secretary | |

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## Request For Help Information

☐ Help-I don't know where to start

☐ I Would Like Information On:
(Check any/all that you wish)

☐ Classes In My High School
☐ General or Vocational Career Development
☐ Exploratory Career Development
☐ Vocational Classes in G. U. H. S. D.
☐ V. I. E. W.
☐ Career Information Directory
☐ Dial-A-Career
☐ Careers
☐ Volunteer Bureau
☐ Exploring
☐ R. O. P.
☐ Apprenticeship Programs
☐ Business and Technical Schools
☐ Military
☐ Community Colleges
☐ Financial Aids
☐ Setting Up My Career Goals

_____
Student's Name

_____
Address

_____
City Zip Code

_____
Phone

Please call me from class:

Room _____

Period _____

Class _____

Teacher _____

Counselor _____

BEST COPY AVAILABLE

# Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services

Grossmont Union High School District

ERIC Full Text Provided by ERIC

GROSSMONT UNION HIGH SCHOOL DISTRICT
Murray Drive Exit
Interstate 8
La Mesa, California 92041

To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph. D.
Director, Pupil Personnel Services

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EL CAJON VALLEY HIGH SCHOOL
1035 Madison Avenue
El Cajon, California 92021

To Parents and Students:

El Cajon Valley High School's primary function is to provide the best education possible for every student in attendance. Students are encouraged to take advantage of the fine educational programs available on our campus.

In addition to our fine curriculum, we have many extra-curricular activities which provide for good health, social and emotional growth.

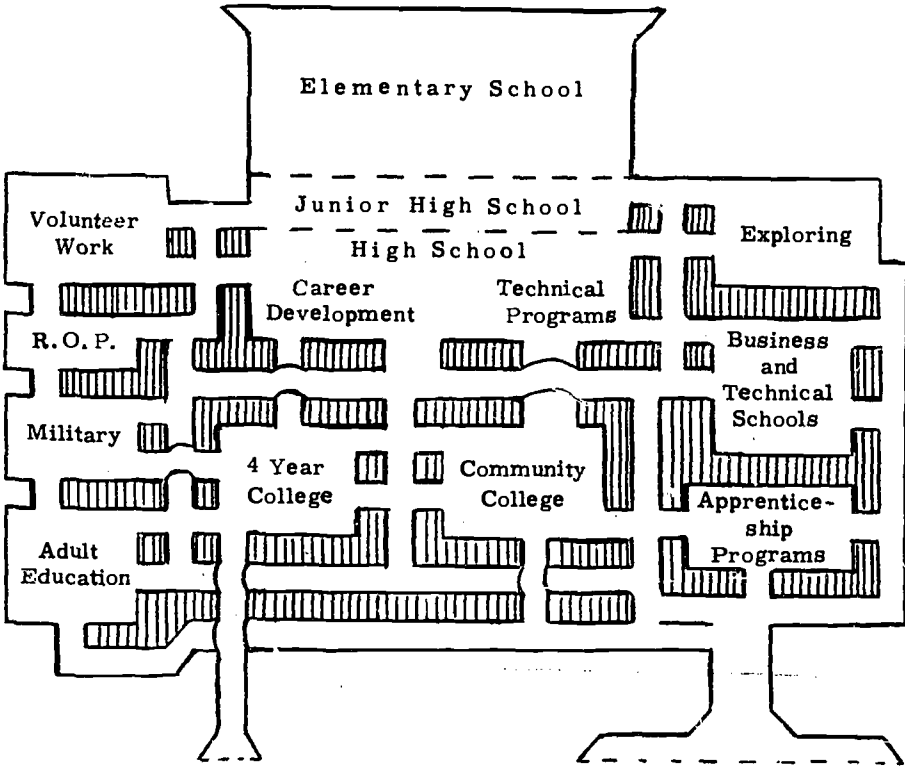
We sincerely hope that all students attending El Cajon Valley High School are successful in all aspects of their educational goals, and all their experiences are memorable in a positive way at the "Home of the Braves", where our motto is "Learning Today, Leading Tomorrow."

EL CAJON GUIDANCE DEPARTMENT

# BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?



Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.


| | | | |
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| PART | 5. | You Made It! and Your Next Step Is ... | page 20 |
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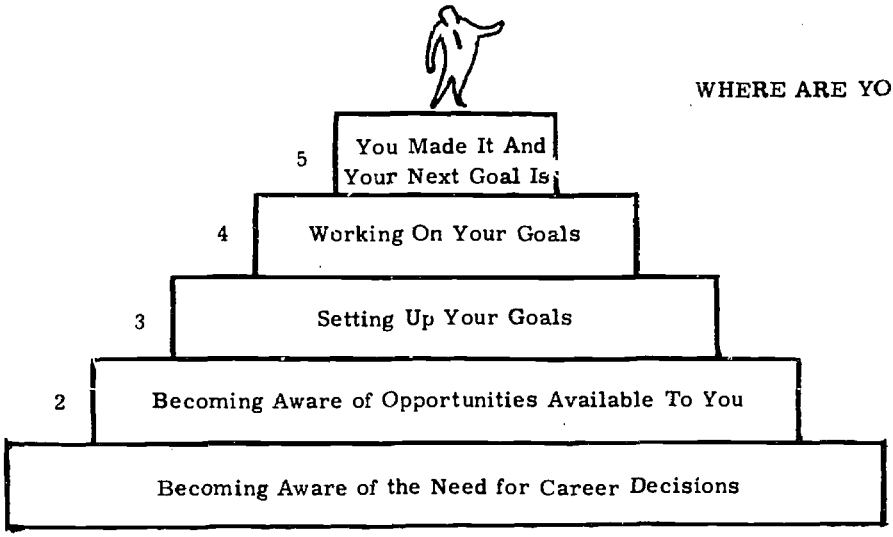
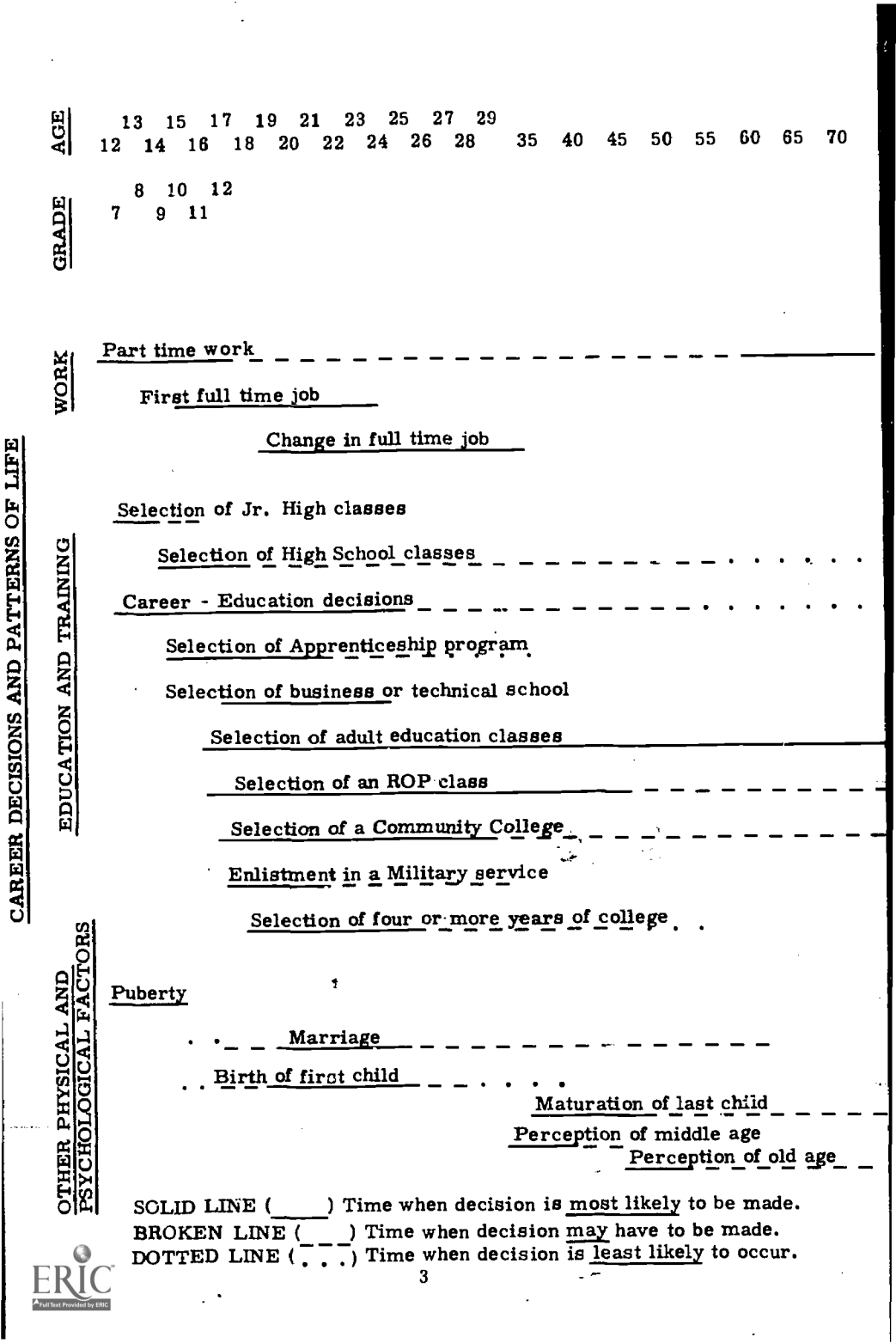


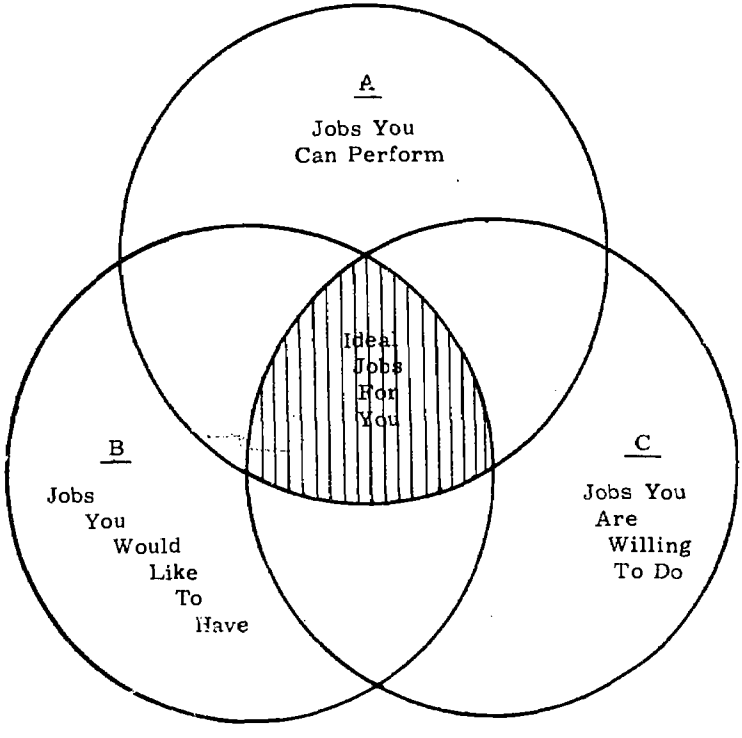


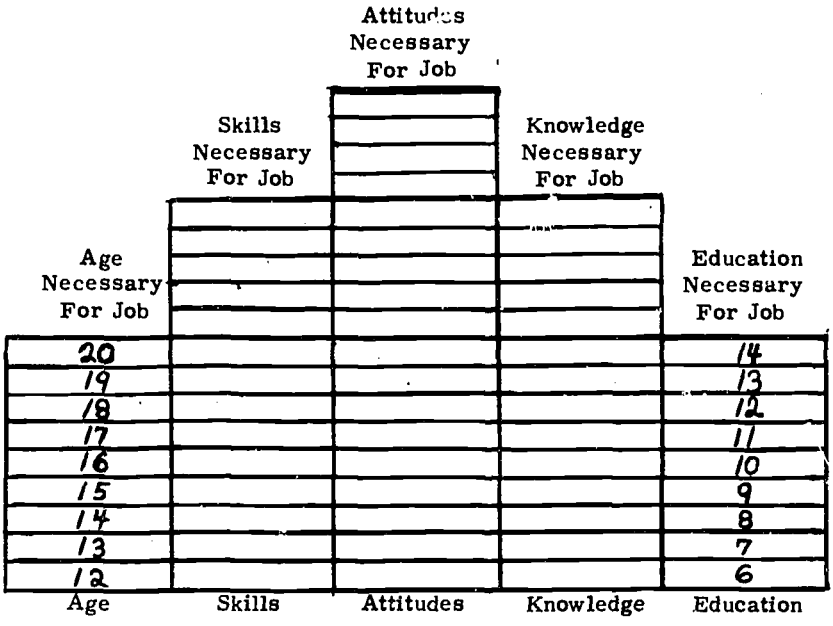

SOLID LINE (_____) Time when decision is most likely to be made.
BROKEN LINE (_ _ _) Time when decision may have to be made.
DOTTED LINE (. . .) Time when decision is least likely to occur.

First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.






This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.

# OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department

Business Education Department

English Department

Home Economics Department

Mathematics Department

Music Department

Physical Education Department

Science Department

Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

Agricultural Classes
Auto Body
Auto Mechanics
Building Construction
Diesel Mechanics
Drafting
Electricity
Electronics
Metal Trades
Plastics
Woodworking

## LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V. I. E. W. (Vital Information for Education and Work)
   Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
   Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
   Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.

## STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

CLERICAL OCCUPATIONS
CRAFTSMEN - CONSTRUCTION
CRAFTSMEN - MECHANICS AND REPAIRMEN
CRAFTSMEN - OTHER
FARMING, LOGGING AND RELATED, FISHERIES
GOVERNMENT OCCUPATIONS
MANAGERS, OFFICIALS, PROPRIETORS
MEDICAL SERVICES
PRODUCTION WORKERS - OPERATIVES
PROFESSIONAL - ARTS, JOURNALISM, RECREATION
PROFESSIONAL - TEACHING AND SCIENTIFIC
PROFESSIONAL - ENGINEERING AND DRAFTING
PROFESSIONAL - OTHER
SALES OCCUPATIONS
SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.

Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

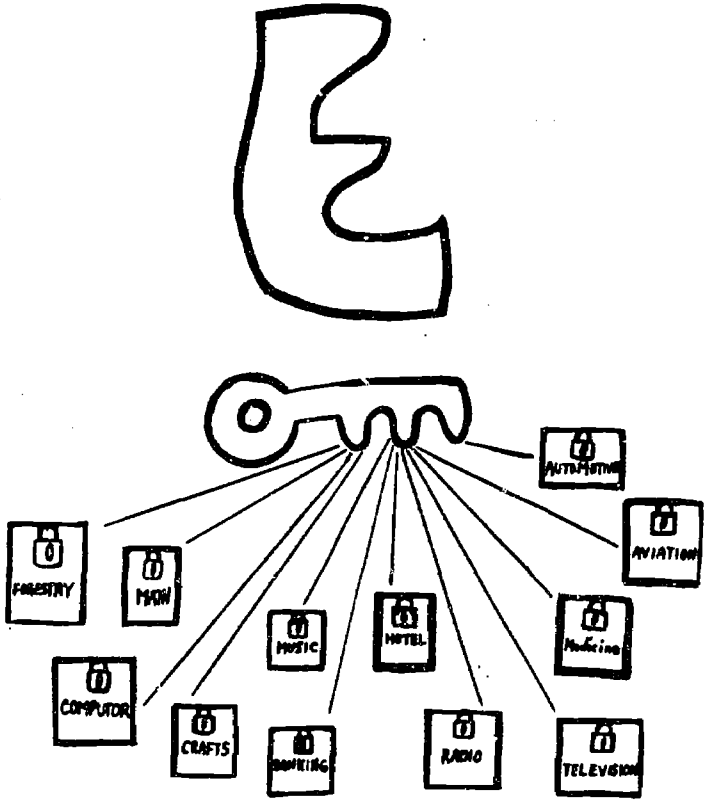
Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics
Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.

Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computor and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.



## REGIONAL OCCUPATIONAL PROGRAM

The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School

Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School

Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

Automotive
Barber
Bricklayers and Stonemasons
Carpentry and Drywall
Carpet Linoleum and Soft Tile
Cement Mason
Glaziers
Ironworkers
Lathers
Machinist
Meatcutters
Mill Cabinet Maker
Operating Engineers
Painter-Drywall Taper
Plasterers
Plumbers and Pipefitters
Roofers
Sheet Metal
Sound Technicians
Surveyors
Teamsters Heavy Duty Construction Mechanic
Typographical
Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260

Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook
Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

| | |
|---|---|
| US ARMY RECRUITING - 356 N. Magnolia, El Cajon | 442-5700 |
| US ARMY RESERVES - Admiral Baker Road | 283-5571 |
| US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon | 447-0775 |
| US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon | 444-5794 |
| US MARINE CORPS RESERVE TRAINING CENTER Miramar NAS, San Diego | 277-5635 |
| US NAVY RECRUITING - 352 N. Magnolia, El Cajon | 442-5177 |
| US COAST GUARD RECRUITING - 842 Broadway, San Diego | 239-8826 |
| US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego | 293-5185 |

Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

Accounting & Bookkeeping
Air Traffic Control
Applied Arts & Crafts
Architectural Drafting
Automobile Emission Control
Banking & Finance
Bio-medical Technology
Broadcasting
Building Construction Technology
Business Data Processing
Business Management
Child Development - Nursery Schools
Civil Engineering Technician
Commercial Art
Comprehensive Homemaking
Computer Technology
Correctional Science (Criminal Justice)
Crafts
Dental Assisting
Electronic Technician
Electronics Drafting
Emergency Medical Care
Engineering Drawing
Engineering Technology
Food Service
General Office
Governmental Administration (Governmental Service)
Home Furnishings Merchandising
Identification Technology (Criminology)
Industrial Technology
Inhalation & Respiratory Therapy
Instructional Media Technology
Instrumentation Technician
Journalism
Library Technician
Marketing (Mid-Management)
Mechanical Drafting
Nursing - Registered
Photography
Pilot Training (Aerospace)
Police Science
Probation Assistant
Processes/Material Technician
Radiological Technology
Real Estate
Recreation
Restaurant Management
Retailing/Sales Management
Secretarial - general
Secretarial - legal
Secretarial - medical
Security
Stagecraft
Supervision
Surveying
Teacher Assistant (Instructional Associate)
Technical Illustration
Technical Writing
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.

## SCHOLARSHIPS AND FINANCIAL AIDS

Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

Occupational Education and Training Grants (State of California)
(500)

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.

# SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. A skill involves the ability to perform a task.

   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. Knowledge is knowing information.

   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. An attitude involves just that; how you feel about some things.

   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding your career goal.

1. Abilities. You should take into account your mental and physical abilities when choosing your career goal.

2. Personality. You should enjoy what you are doing and it should be rewarding in some way to you.

3. Health. Is your health such that you will not become ill from the job?

4. Job. What will the hours be? What will the pay and fringe benefits be?

5. Training. Where are you going to get it and of what quality will it be?

6. Financing. How are you going to pay for your training, living arrangements and the like?

7. Time. How many weeks or years of training will it take for you to reach your career goal?

8. Job Availability. Will there be a job for you after you are trained, and will it last? Will you have to move?

9. High School. What are you currently doing in high school to help you towards your goal?

10. Other Goals in Life. Will this career be compatible with other goals in life?

11. Personal Interests. Hobbies and the like that you enjoy doing and how they will relate to your job.

12. Effects on others. How will this goal effect people who are emotionally tied to you?

13. Other personal situations you are aware of that may affect your job goal.

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.

# WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

List the other activities during high school that will help you towards you career goal (example: tests for admittance to vocational school). List these activities and dates.

Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal _____

Immediate Goals _____

_____

_____

_____

_____

**YOU MADE IT! AND YOUR NEXT STEP IS.**

Future Goals _____

_____

_____

_____

_____

## GUIDANCE PROGRAM

El Cajon Valley High School provides a comprehensive program that is available to all students interested in any career imaginable. Any question relative to your educational goals should be directed toward your counselor. He/she will assist you in planning a program that will provide you with the best preparation possible for your educational goals.

For specific vocational goals, Mr. Rogers, Vocational Counselor, should be contacted in the Career Center, Room 11.

Counselors are located in the Counseling Office, and student counselees are assigned to counselors alphabetically as follows:

| | |
|---|---|
| Mr. Gross | A - D |
| Mr. Santana | E - K |
| Mr. Pegas | L - Q |
| Mrs. Kirchmann | R - Z |
| | |
| Mr. Rogers | A - Z Vocational |

In addition to the counseling staff, we are fortunate to have a full-time psychologist, Mr. Victor Ramirez. He is located in Room 124 adjacent to the Library. Students experiencing a serious emotional problem at home or at school are encouraged to consult Mr. Ramirez.

Place
8¢
Stamp

GUIDANCE DEPARTMENT
El Cajon Valley High School
1035 Madison Avenue
El Cajon, California 92021

---

Cut Here & Mail or Deliver To:

Notes

## Request For Help Information

Student's Name _____

Address _____

City _____ Zip Code _____

Phone _____

Please call me from class:

Room _____

Period _____

Class _____

Teacher _____

Counselor _____

- ☐ Help-I don't know where to start
- ☐ I Would Like Information On: (Check any/all that you wish)
- ☐ Classes In My High School
- ☐ General or Vocational Career Development
- ☐ Exploratory Career Development
- ☐ Vocational Classes in G. U. H. S. D.
- ☐ V. I. E. W.
- ☐ Career Information Directory
- ☐ Dial-A-Career
- ☐ Careers
- ☐ Volunteer Bureau
- ☐ Exploring
- ☐ R. O. P.
- ☐ Apprenticeship Programs
- ☐ Business and Technical Schools
- ☐ Military
- ☐ Community Colleges
- ☐ Financial Aids
- ☐ Setting Up My Career Goals

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# Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services

Grossmont Union High School District

ERIC

GROSSMONT UNION HIGH SCHOOL DISTRICT
Murray Drive Exit
Interstate 8
La Mesa, California 92041

To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson

Thomas J. Jacobson, Ph. D.
Director, Pupil Personnel Services

# TABLE OF CONTENTS

MONTE VISTA HIGH SCHOOL
4230 Sweetwater Springs Boulevard
Spring Valley, California 92077

Dear Monte Vista Student:

We Americans are characterized as people on the go. We must get someplace. I have heard high school students say they're bored to death, and that they really want to be free and on their own. Would you stop long enough to ask yourself a few questions. What's the hurry? Why is it that you are so anxious to go so quickly? What do you want to do there? What are you prepared, able and willing to do or to be? Is living, working, preparing, planning and enjoying NOW as important as the future?

This booklet is designed to help you take a real honest look at yourself and the world around you, both now and in the future, through setting goals and making decisions for yourself with reasonable facts and ideas as your guide.

Everyone wants to be a happy, whole person. To reach that goal, or any goal you set, your own particular interests, skills, desires, and needs must be known and realistically related to the world and environment around you. I think this booklet contains information, practical exercises, and suggestions as to where to go for needed facts which can assist you toward your goal.

Try it! I think you'll like it and I know it can be of real benefit to you.

Best wishes,

R. C. Brady
Principal

RCB/ib

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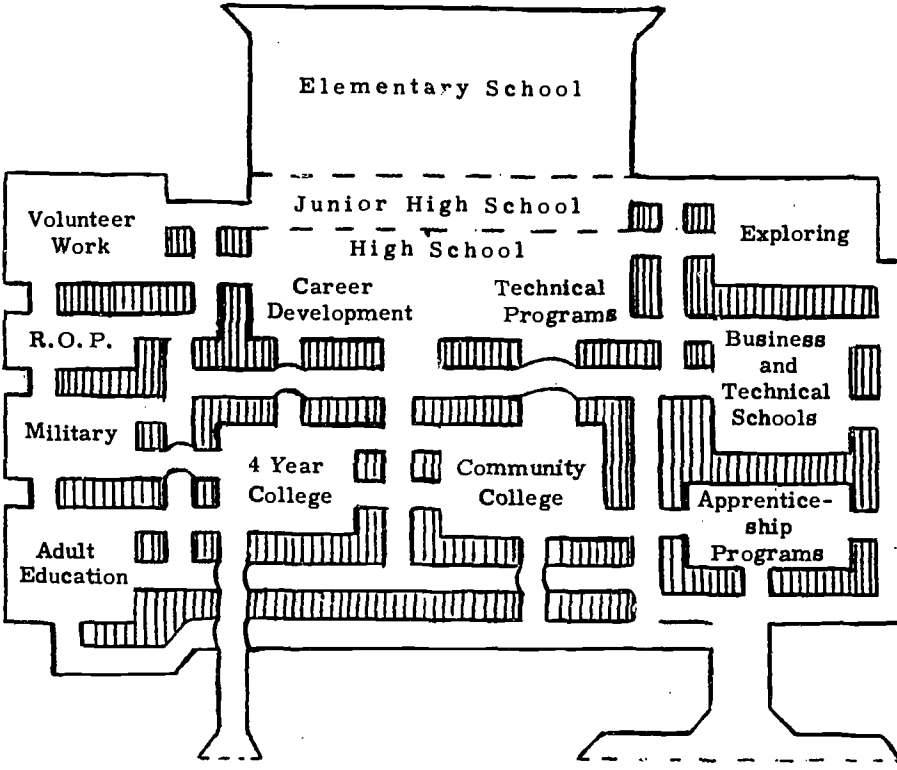
# BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

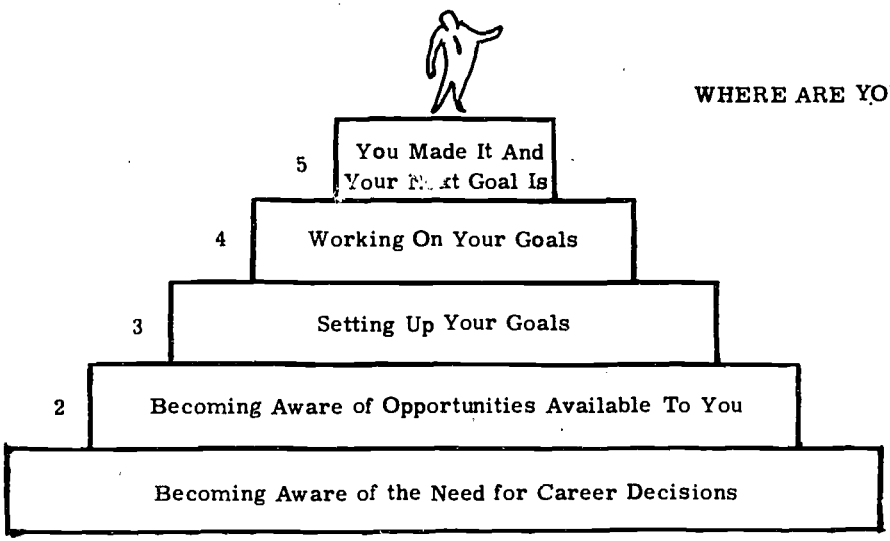
CAREER TRAINING MAZE
Which Path Will YOU Take?

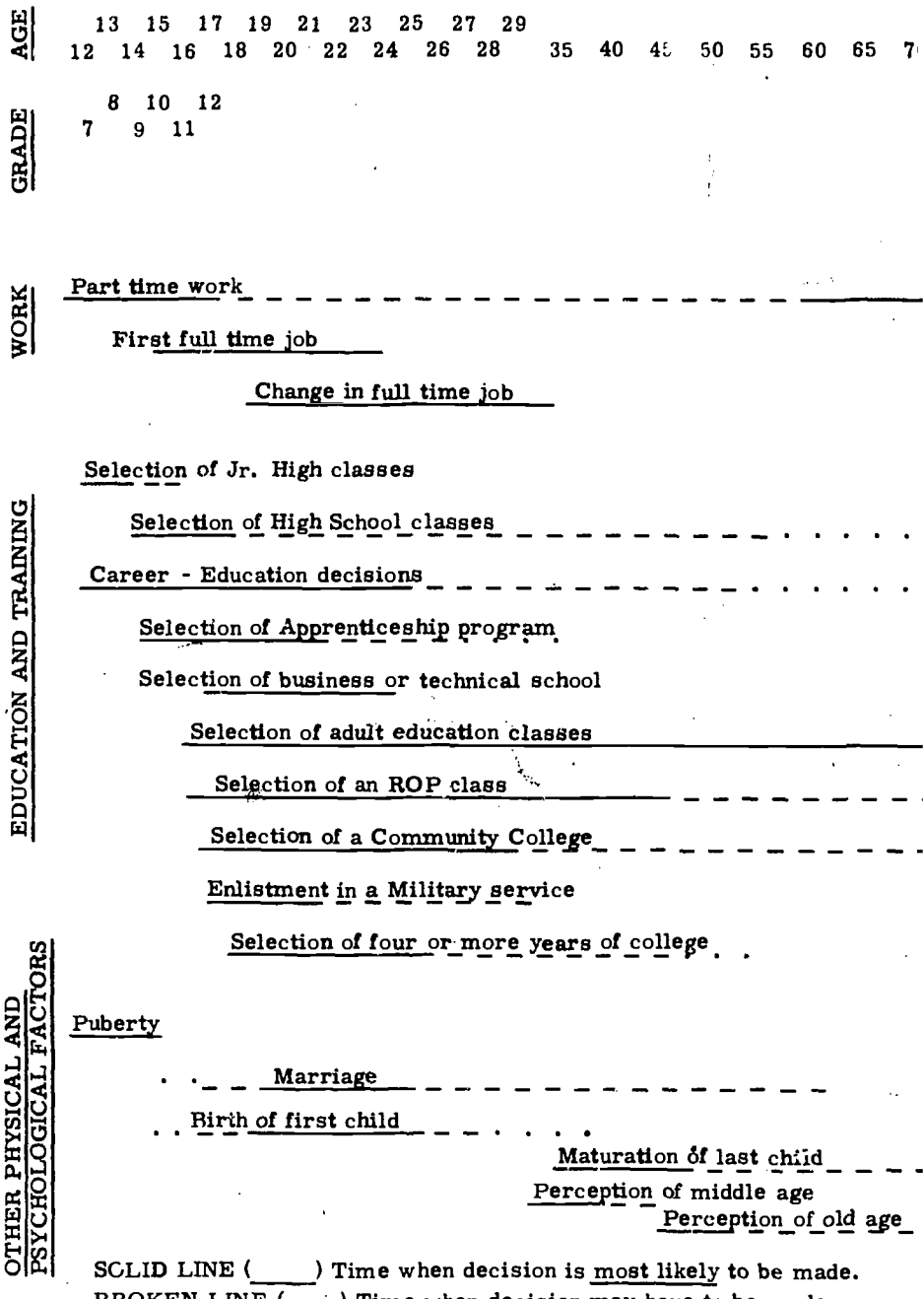


Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.


| | | | |
|---|---|---|---|
| PART | 1. | Becoming Aware of the Need for Career Decisions | page 1-5 |
| PART | 2. | Opportunities Available to You | page 6-16 |
| PART | 3. | Setting Up Goals (How To Do It) | page 17-18 |
| PART | 4. | Working on Your Goals | page 19-20 |
| PART | 5. | You Made It! and Your Next Step Is ... | page 20 |
| PART | 6. | Your High School Guidance Department | |

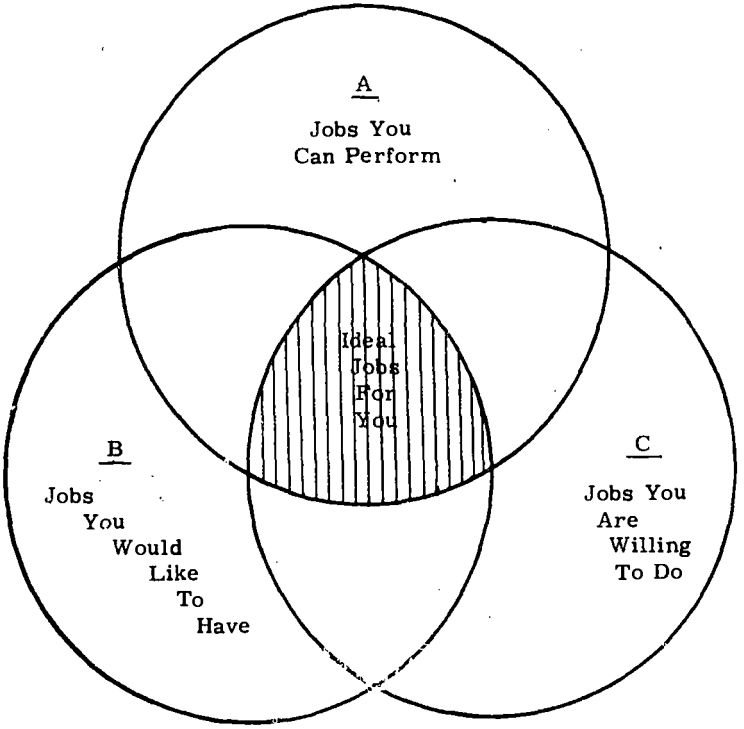


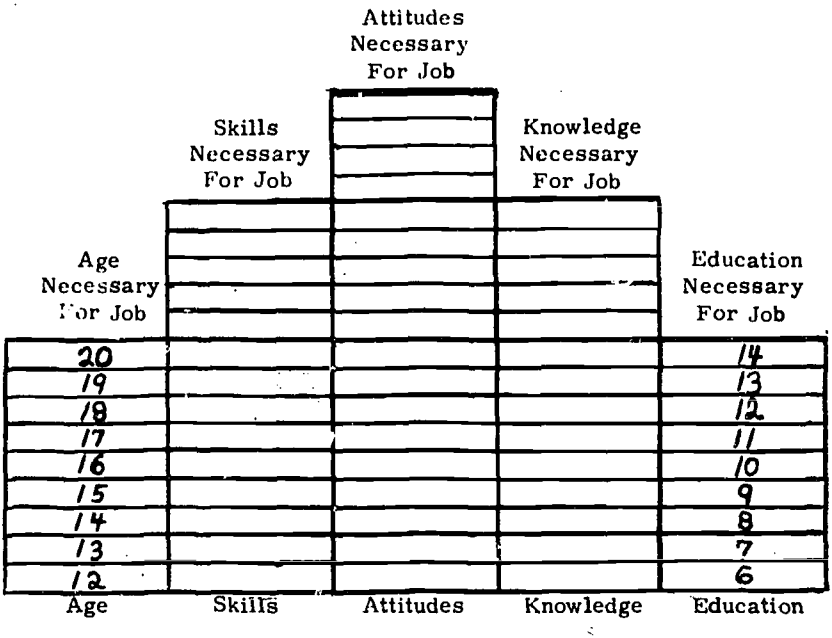

SOLID LINE (_____) Time when decision is most likely to be made.
BROKEN LINE (_ _ _) Time when decision may have to be made.
DOTTED LINE (. . .) Time when decision is least likely to occur.

First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.






This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.

# OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department

Business Education Department

English Department

Home Economics Department

Mathematics Department

Music Department

Physical Education Department

Science Department

Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

| | | |
|---|---|---|
| Agricultural Classes | Diesel Mechanics | Metal Trades |
| Auto Body | Drafting | Plastics |
| Auto Mechanics | Electricity | Woodworking |
| Building Construction | Electronics | |

## LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V.I.E.W. (Vital Information for Education and Work)
Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.

## STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

CLERICAL OCCUPATIONS
CRAFTSMEN - CONSTRUCTION
CRAFTSMEN - MECHANICS AND REPAIRMEN
CRAFTSMEN - OTHER
FARMING, LOGGING AND RELATED, FISHERIES
GOVERNMENT OCCUPATIONS
MANAGERS, OFFICIALS, PROPRIETORS
MEDICAL SERVICES
PRODUCTION WORKERS - OPERATIVES
PROFESSIONAL - ARTS, JOURNALISM, RECREATION
PROFESSIONAL - TEACHING AND SCIENTIFIC
PROFESSIONAL - ENGINEERING AND DRAFTING
PROFESSIONAL - OTHER
SALES OCCUPATIONS
SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.



ERIC

Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

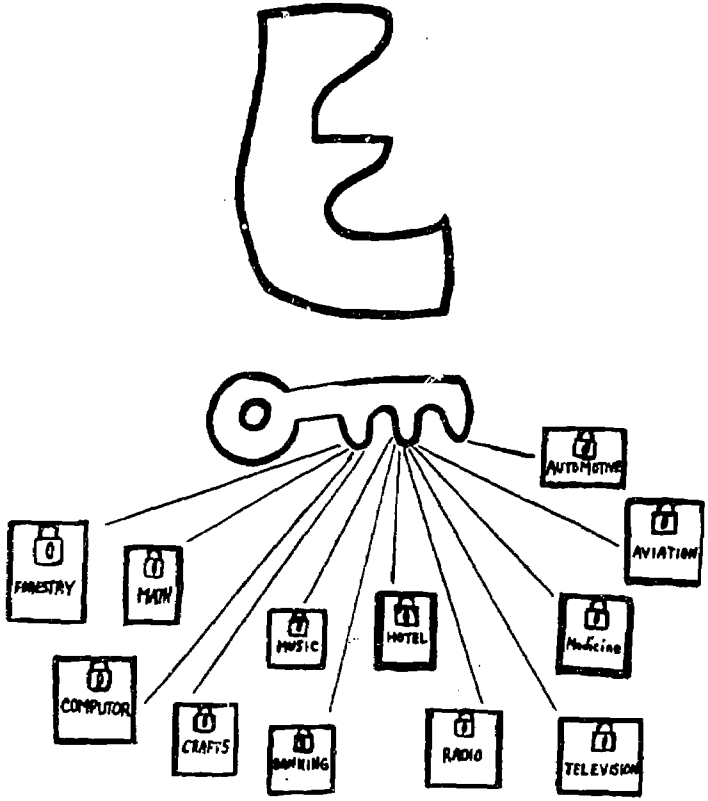
Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics
Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.

Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computor and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.



## REGIONAL OCCUPATIONAL PROGRAM

The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School

Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School

Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

Automotive
Barber
Bricklayers and Stonemasons
Carpentry and Drywall
Carpet Linoleum and Soft Tile
Cement Mason
Glaziers
Ironworkers
Lathers
Machinist
Meatcutters
Mill Cabinet Maker
Operating Engineers
Painter-Drywall Taper
Plasterers
Plumbers and Pipefitters
Roofers
Sheet Metal
Sound Technicians
Surveyors
Teamsters Heavy Duty Construction Mechanic
Typographical
Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260

Military Service. If you think the military may be in your future, you may eithe go to your career center or call or visit your local recruiter. There are numer ous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the militar services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook
Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

| | |
|---|---|
| US ARMY RECRUITING - 356 N. Magnolia, El Cajon | 442-5700 |
| US ARMY RESERVES - Admiral Baker Road | 283-5571 |
| US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon | 447-0775 |
| US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon | 444-5794 |
| US MARINE CORPS RESERVE TRAINING CENTER Miramar NAS, San Diego | 277-5635 |
| US NAVY RECRUITING - 352 N. Magnolia, El Cajon | 442-5177 |
| US COAST GUARD RECRUITING - 842 Broadway, San Diego | 239-8826 |
| US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego | 293-5185 |

Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

Accounting & Bookkeeping
Air Traffic Control
Applied Arts & Crafts
Architectural Drafting
Automobile Emission Control
Banking & Finance
Bio-medical Technology
Broadcasting
Building Construction Technology
Business Data Processing
Business Management
Child Development - Nursery Schools
Civil Engineering Technician
Commercial Art
Comprehensive Homemaking
Computer Technology
Correctional Science (Criminal Justice)
Crafts
Dental Assisting
Electronic Technician
Electronics Drafting
Emergency Medical Care
Engineering Drawing
Engineering Technology
Food Service
General Office
Governmental Administration (Governmental Service)
Home Furnishings Merchandising
Identification Technology (Criminology)
Industrial Technology
Inhalation & Respiratory Therapy
Instructional Media Technology
Instrumentation Technician
Journalism
Library Technician
Marketing (Mid-Management)
Mechanical Drafting
Nursing - Registered
Photography
Pilot Training (Aerospace)
Police Science
Probation Assistant
Processes/Material Technician
Radiological Technology
Real Estate
Recreation
Restaurant Management
Retailing/Sales Management
Secretarial - general
Secretarial - legal
Secretarial - medical
Security
Stagecraft
Supervision
Surveying
Teacher Assistant (Instructional Associate)
Technical Illustration
Technical Writing
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.

## SCHOLARSHIPS AND FINANCIAL AIDS

Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

Occupational Education and Training Grants (State of California)
(500)

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.

# SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. A skill involves the ability to perform a task.

   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. Knowledge is knowing information.

   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. An attitude involves just that; how you feel about some things.

   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding your career goal.

1. Abilities. You should take into account your mental and physical abilities when choosing your career goal.

2. Personality. You should enjoy what you are doing and it should be rewarding in some way to you.

3. Health. Is your health such that you will not become ill from the job?

4. Job. What will the hours be? What will the pay and fringe benefits be?

5. Training. Where are you going to get it and of what quality will it be?

6. Financing. How are you going to pay for your training, living arrangements and the like?

7. Time. How many weeks or years of training will it take for you to reach your career goal?

8. Job Availability. Will there be a job for you after you are trained, and will it last? Will you have to move?

9. High School. What are you currently doing in high school to help you towards your goal?

10. Other Goals in Life. Will this career be compatible with other goals in life?

11. Personal Interests. Hobbies and the like that you enjoy doing and how they will relate to your job.

12. Effects on others. How will this goal effect people who are emotionally tied to you?

13. Other personal situations you are aware of that may affect your job goal.

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.

---

# WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

List the other activities during high school that will help you towards you career goal (example: tests for admittance to vocational school). List these activities and dates.



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Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal _____

Immediate Goals _____

_____

_____

_____

_____

# YOU MADE IT! AND YOUR NEXT STEP IS..

Future Goals _____

_____

_____

_____

_____



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## CAREER CENTER

The Career Center at Monte Vista has two main purposes. The first is to help students get jobs and job experience. The second is to help students get information about themselves and career possibilities.

Many students have a need for money. They come to the Career Center for help in getting a job. Some students would like to get some work experience. The staff in the Career Center help students to get experience and school credit in the "Exploratory" Career Development Program. Students can also get school credit for "paid" jobs in the General and Vocational Career programs.

Test & Surveys are available to help students to learn about themselves. The GATB is an aptitude test to help students learn what kind of jobs they can do successfully (their potentials.) The OVIS & COPS are interest surveys to help students learn what kind of work they like to do. (their interests). The HOOI is a value survey to help students learn about economic and social values.

Local, state, and national information is available to help the student learn about jobs. Information about trade schools, business colleges, and the military is available. Career programs at local Community Colleges and College Catalogues are available in the Career Center.

When a student or graduate wants job or career help or information, we hope they will come to their Career Center and ask.

### A.M. COUNSELORS

(1) SNOW
A - DA (Grades 10-12)
General counseling
Curriculum
Testing

(2) CORDRY
DB - HE (Grades 10-12)
General counseling
Gifted students
Four year college & financial aid

(3) WASSER
HF - MA (Grades 10-12)
General counseling
Jr. College liaison
Senior information and events

(4) VIGA
MB - RZ (Grades 10-12)
General counseling
Parent meetings
District counselors rep.
Contract teacher

(5) TURNER
S - Z (Grades 10-12)
General counseling
Awards
Professional library
Apprentice program

(6) CAREER DEVELOPMENT CENTER Rm. 1101
Work Experience
Off campus programs
Campus visitations
Vocational programs
Military liaison
Business liaison
LASHNET, WALSH, FR. BOWERS

Place
8¢
Stamp

GUIDANCE DEPARTMENT
Monte Vista High School
3230 Sweetwater Springs Blvd.
Spring Valley, CA 92077

---

Cut Here & Mail or Deliver To:

**9TH GRADE OFFICE**

(7) CASTRO
A - G (Frosh)
General counseling
Discipline all Frosh
Human relations
Jr. High liaison and articulation
Frosh four-year program planning
8th grade programming

(8) POLICH
H - Z (Frosh)
General counseling
Community agencies
Frosh curriculum
Frosh four-year program planning
Testing of Frosh
8th Grade programming

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PAID
La Mesa, CA.
Permit No. 3 GB

## Request For Help Information

Student's Name _____

Address _____

City _____ Zip Code _____

Phone _____

Please call me from class:

Room _____

Period _____

Class _____

Teacher _____

Counselor _____

- ☐ Help-I don't know where to start
- ☐ I Would Like Information On: (Check any/all that you wish)
- ☐ Classes In My High School
- ☐ General or Vocational Career Development
- ☐ Exploratory Career Development
- ☐ Vocational Classes in G. U. H. S. D.
- ☐ V. I. E. W.
- ☐ Career Information Directory
- ☐ Dial-A-Career
- ☐ Careers
- ☐ Volunteer Bureau
- ☐ Exploring
- ☐ R. O. P.
- ☐ Apprenticeship Programs
- ☐ Business and Technical Schools
- ☐ Military
- ☐ Community Colleges
- ☐ Financial Aids
- ☐ Setting Up My Career Goals

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# Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services

Grossmont Union High School District

ERIC Full Text Provided by ERIC

GROSSMONT UNION HIGH SCHOOL DISTRICT
Murray Drive Exit
Interstate 8
La Mesa, California 92041

To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph. D.
Director, Pupil Personnel Services

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GROSSMONT HIGH SCHOOL

La Mesa, California

Dear Parents and Students:

One of our most important and difficult tasks is keeping you informed about the counseling services that are available at Grossmont High School. Even though we have what I consider to be an excellent counseling staff, I realize we do not reach all students in the most effective and positive manner. Realizing this shortcoming, extensive efforts in planning, funding, and staffing have been directed toward the development of a Career Information Center, to centralize information of vital importance to all of our young people.

The attached booklet is a compilation of services and information available to all students who have interest in and individual initiative to plan their future. Although extensive effort is made to communicate with all students about general information, it is impossible to "spoon feed" them about all the individualized opportunities available in our complex society. This letter and booklet are being mailed to you for your information, hoping that it will be used in helping make sound, reasonable, and individualized decisions. May I call your attention to the many training opportunities that are available and encourage each of you to avail yourself of this excellent and comprehensive material and service.

I wish to thank all who have assisted in this project and I am confident that their greatest reward will come from having the booklet used to its fullest capacity.

Sincerely,

Walter R. Barnett

Walter R. Barnett
Principal

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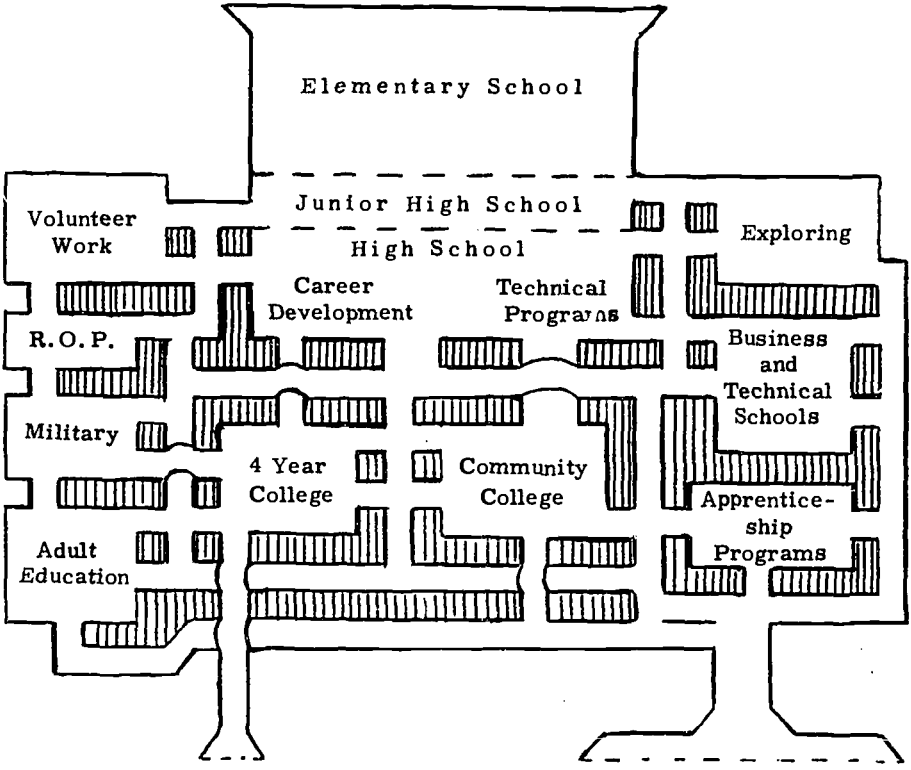
# BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?



Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for i

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.


| | | | |
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| PART | 1. | Becoming Aware of the Need for Career Decisions | page 1-5 |
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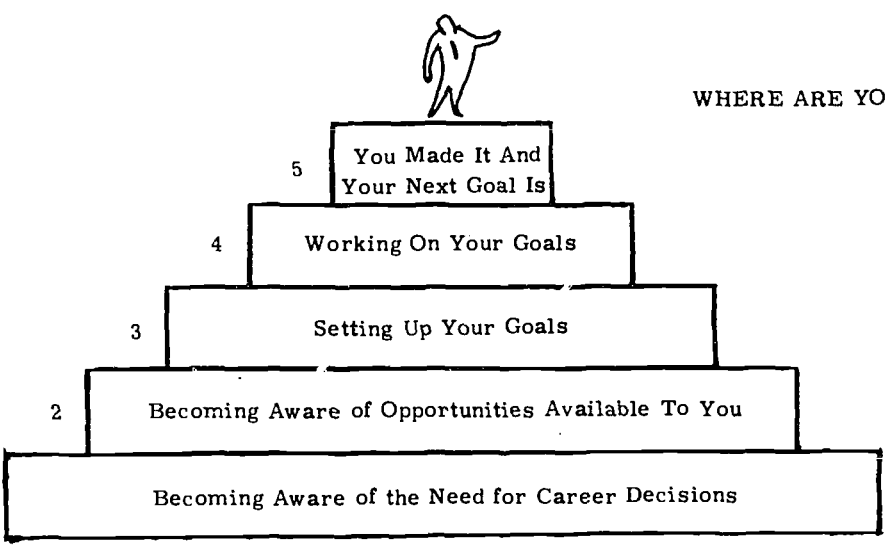
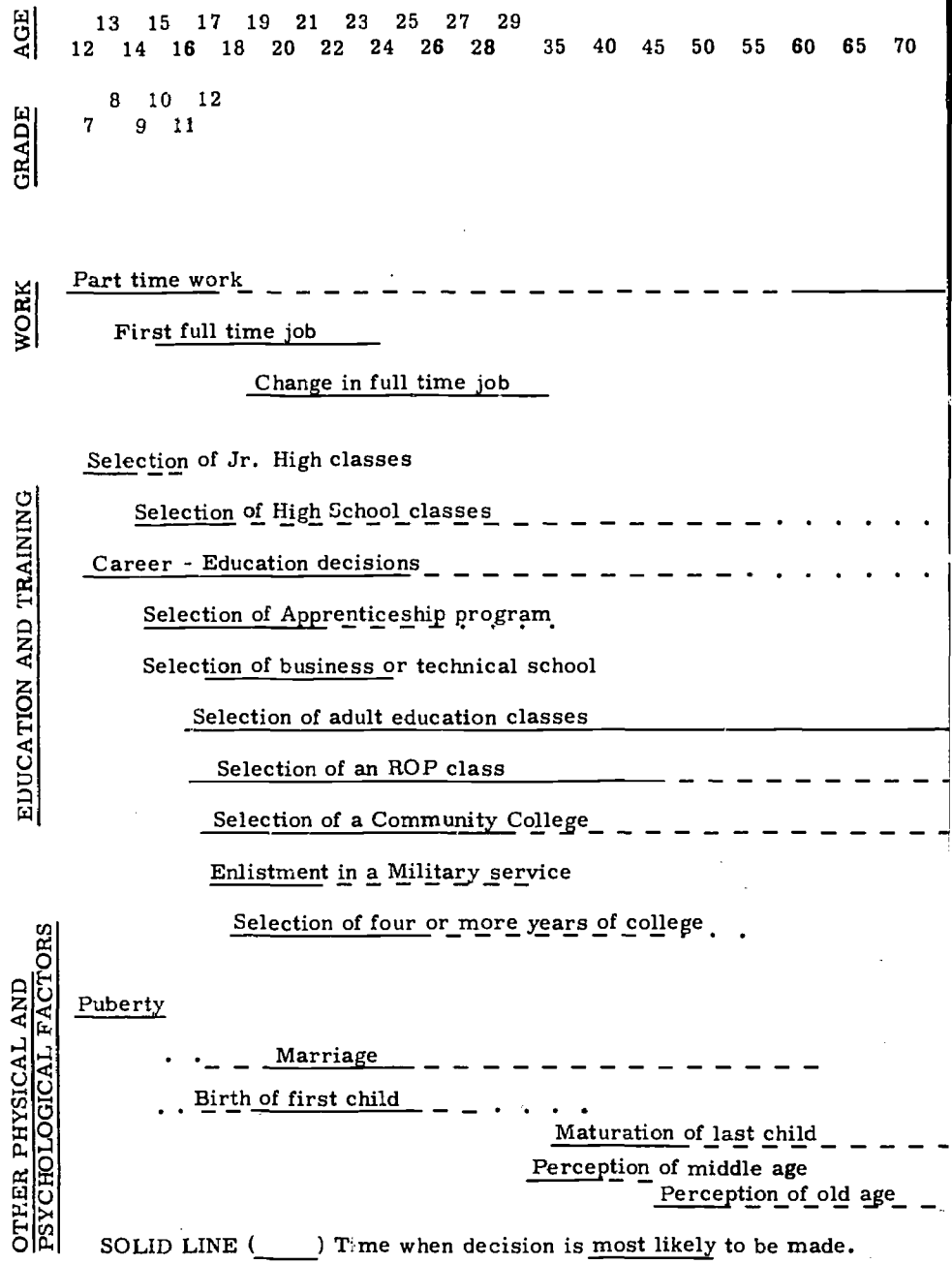


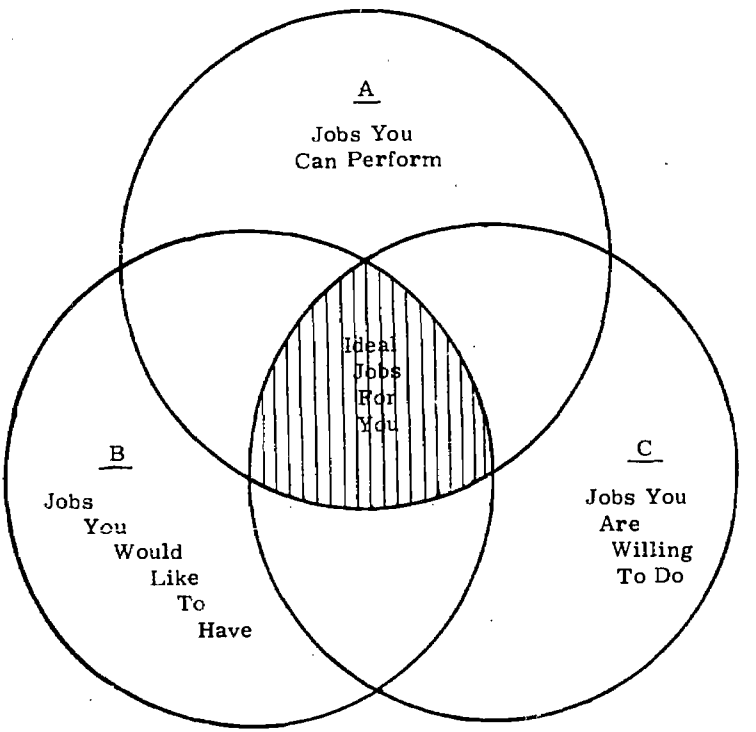


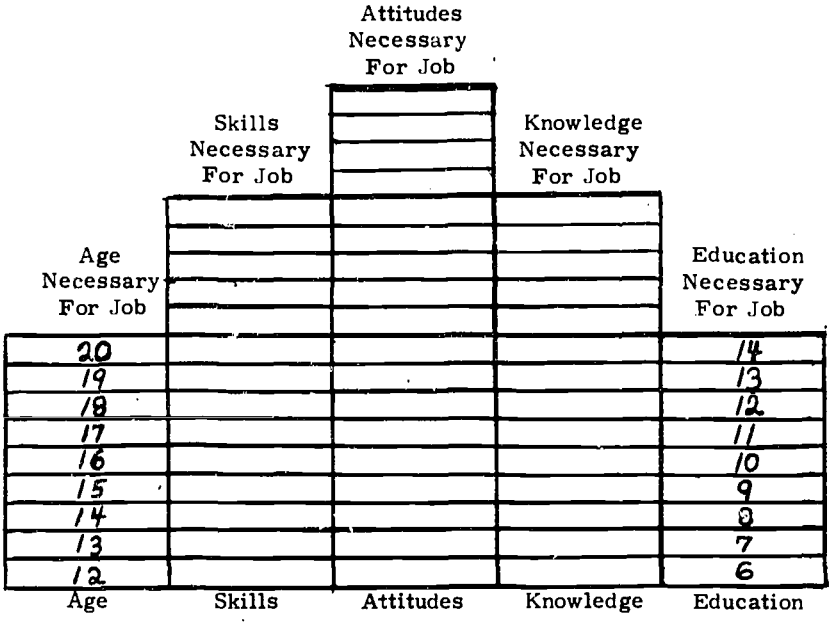

SOLID LINE (____) Time when decision is most likely to be made.
BROKEN LINE (_ _ _) Time when decision may have to be made.
DOTTED LINE (. . .) Time when decision is least likely to occur.

First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.






This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.

# OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department

Business Education Department

English Department

Home Economics Department

Mathematics Department

Music Department

Physical Education Department

Science Department

Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

| | | |
|---|---|---|
| Agricultural Classes | Diesel Mechanics | Metal Trades |
| Auto Body | Drafting | Plastics |
| Auto Mechanics | Electricity | Woodworking |
| Building Construction | Electronics | |

## LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V.I.E.W. (Vital Information for Education and Work)
Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.

## STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

CLERICAL OCCUPATIONS
CRAFTSMEN - CONSTRUCTION
CRAFTSMEN - MECHANICS AND REPAIRMEN
CRAFTSMEN - OTHER
FARMING, LOGGING AND RELATED, FISHERIES
GOVERNMENT OCCUPATIONS
MANAGERS, OFFICIALS, PROPRIETORS
MEDICAL SERVICES
PRODUCTION WORKERS - OPERATIVES
PROFESSIONAL - ARTS, JOURNALISM, RECREATION
PROFESSIONAL - TEACHING AND SCIENTIFIC
PROFESSIONAL - ENGINEERING AND DRAFTING
PROFESSIONAL - OTHER
SALES OCCUPATIONS
SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.



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Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

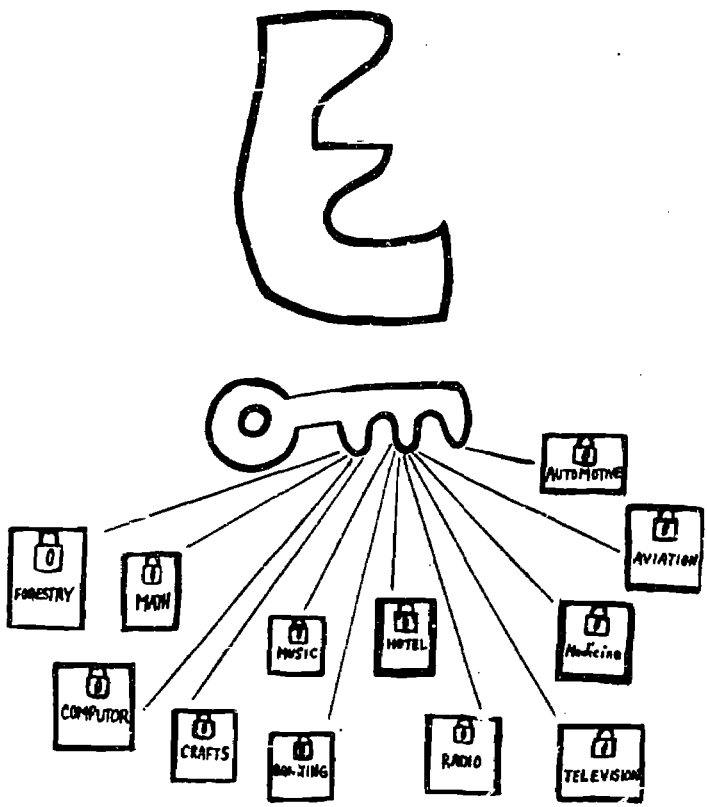
Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics
Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.

Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computor and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-8121 at Boy Scout Headquarters.



## REGIONAL OCCUPATIONAL PROGRAM

The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School

Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School

Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

Automotive
Barber
Bricklayers and Stonemasons
Carpentry and Drywall
Carpet Linoleum and Soft Tile
Cement Mason
Glaziers
Ironworkers
Lathers
Machinist
Meatcutters
Mill Cabinet Maker
Operating Engineers
Painter-Drywall Taper
Plasterers
Plumbers and Pipefitters
Roofers
Sheet Metal
Sound Technicians
Surveyors
Teamsters Heavy Duty Construction Mechanic
Typographical
Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260

Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook
Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

| | |
|---|---|
| US ARMY RECRUITING - 356 N. Magnolia, El Cajon | 442-5700 |
| US ARMY RESERVES - Admiral Baker Road | 283-5571 |
| US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon | 447-0775 |
| US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon | 444-5794 |
| US MARINE CORPS RESERVE TRAINING CENTER Miramar NAS, San Diego | 277-5635 |
| US NAVY RECRUITING - 352 N. Magnolia, El Cajon | 442-5177 |
| US COAST GUARD RECRUITING - 842 Broadway, San Diego | 239-8826 |
| US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego | 293-5185 |

Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

Accounting & Bookkeeping
Air Traffic Control
Applied Arts & Crafts
Architectural Drafting
Automobile Emission Control
Banking & Finance
Bio-medical Technology
Broadcasting
Building Construction Technology
Business Data Processing
Business Management
Child Development - Nursery Schools
Civil Engineering Technician
Commercial Art
Comprehensive Homemaking
Computer Technology
Correctional Science (Criminal Justice)
Crafts
Dental Assisting
Electronic Technician
Electronics Drafting
Emergency Medical Care
Engineering Drawing
Engineering Technology
Food Service
General Office
Governmental Administration (Governmental Service)
Home Furnishings Merchandising
Identification Technology (Criminology)
Industrial Technology
Inhalation & Respiratory Therapy
Instructional Media Technology
Instrumentation Technician
Journalism
Library Technician
Marketing (Mid-Management)
Mechanical Drafting
Nursing - Registered
Photography
Pilot Training (Aerospace)
Police Science
Probation Assistant
Processes/Material Technician
Radiological Technology
Real Estate
Recreation
Restaurant Management
Retailing/Sales Management
Secretarial - general
Secretarial - legal
Secretarial - medical
Security
Stagecraft
Supervision
Surveying
Teacher Assistant (Instructional Associate)
Technical Illustration
Technical Writing
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.

## SCHOLARSHIPS AND FINANCIAL AIDS

Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

Occupational Education and Training Grants (State of California) (500)

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.

# SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list contains the three ingredients of your goal along with some examples:

1. A skill involves the ability to perform a task.

   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. Knowledge is knowing information.

   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. An attitude involves just that; how you feel about some things.

   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding your career goal.

1. Abilities. You should take into account your mental and physical abilities when choosing your career goal.

2. Personality. You should enjoy what you are doing and it should be rewarding in some way to you.

3. Health. Is your health such that you will not become ill from the job?

4. Job. What will the hours be? What will the pay and fringe benefits be?

5. Training. Where are you going to get it and of what quality will it be?

6. Financing. How are you going to pay for your training, living arrangements and the like?

7. Time. How many weeks or years of training will it take for you to reach your career goal?

8. Job Availability. Will there be a job for you after you are trained, and will it last? Will you have to move?

9. High School. What are you currently doing in high school to help you towards your goal?

10. Other Goals in Life. Will this career be compatible with other goals in life?

11. Personal Interests. Hobbies and the like that you enjoy doing and how they will relate to your job.

12. Effects on others. How will this goal effect people who are emotionally tied to you?

13. Other personal situations you are aware of that may affect your job goal

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.

_____

# WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

List the other activities during high school that will help you towards you career goal (example: tests for admittance to vocational school). List these activities and dates.

Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal _____

Immediate Goals _____

_____

_____

_____

_____

# YOU MADE IT! AND YOUR NEXT STEP IS..

Future Goals _____

_____

_____

_____

_____

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# YOUR CAREER CENTER

Should I go to College, or should I go to a trade school? Should I become a sociologist, or a secretary. What effect will mescaline have on me, if I smoke it?

These are just a few of the questions that need answers based on facts if students like you are to make wise decisions about their lives. It has long been one of our understandings at Grossmont High School, that student's must have the availability of information and facts before they can made wise decisions. The Career Information Center at Grossmont High School is a place where students can find information regarding careers, educational opportunities, values, moral considerations, and information on tobacco, alcohol, and narcotics.

The Student Information Center is open to students, parents, and teachers every day from 7:00 a.m. until 3:30 p.m. Students may feel free to drop in before school, after school, during lunch, or may be referred individually by teachers, for specific work during class time.

This booklet will help you become familiar with some of the material we have available. In addition to the material available, Mr. Slagle, Vocational Counselor, is in the center to help students with their career plans, personal problems, and decisions relating to alcohol and drug use.

Mr. Doerr, the Career Development Specialist, is also available to help students in the various career development programs.

Remember, that you are in control of your life, and that the decisions you make now will affect you for many, many years to come. Don't base these decisions on emotion. Get as many facts as you possibly can, before you decide what is best for you. Remember, the personnel in the Career Information Center will help you in any way they possibly can. Don't be afraid to ask for help.

## GUIDANCE HELP

Each counselor at Grossmont High School has a specific field of expertise and students are encouraged to set up appointments with whichever counselor can provide them with the information vital to their education or vocational needs. Students are placed with a counselor based upon the student's post high school educational plans.

Attempts are made each year to re-evaluate student needs and place individuals with the counselor who can provide the most factual and current information. Listed below are members of the Grossmont High School Counseling staff with their related specialities.

| Name | Specialty | Location |
|---|---|---|
| Nada Patton | Scholarships - 4 year college, university. | Counseling Office Admin. Bldg. |
| Ron Quast | State Colleges, Community College transfers. | Counseling Office Admin. Bldg. |
| Edgar Kintzele | Community Colleges relating to technical and vocational programs. | Counseling Office Admin. Bldg. |
| Ed Slagle | Vocational opportunities after graduation. Private vocational and technical schools. | Career Information Center - Room 171 Library Bldg. |
| Mike Roach | Freshman Students | Counseling Office Admin. Bldg. |
| Angie Marshall | Freshman Students | Counseling Office Admin. Bldg. |

In addition to our counselors, we have the following staff available to help students reach goal decisions.

| | | |
|---|---|---|
| Hal Doerr (Career Work Development Specialist) | Work Experience Program, Exploring Work Experience, Student Placement | Career Information Center - Room 171 Library Bldg. |
| Alan Marshall (Counseling Aide) | The Career Information Center and the Information available there. | Career Information Center - Room 171 Library Bldg. |

Place
8¢
Stamp

GUIDANCE DEPARTMENT
Grossmont High School
Murray Drive
P.O. Box 1043
La Mesa, CA 92041

---

Cut Here & Mail or Deliver To:

Notes

## Request For Help Information

Student's Name _____

Address _____

City _____ Zip Code _____

Phone _____

Please call me from class:

Room _____

Period _____

Class _____

Teacher _____

Counselor _____

- ☐ Help-I don't know where to start
- ☐ I Would Like Information On: (Check any/all that you wish)
- ☐ Classes In My High School
- ☐ General or Vocational Career Development
- ☐ Exploratory Career Development
- ☐ Vocational Classes in G.U.H.S.D.
- ☐ V.I.E.W.
- ☐ Career Information Directory
- ☐ Dial-A-Career
- ☐ Careers
- ☐ Volunteer Bureau
- ☐ Exploring
- ☐ R.O.P.
- ☐ Apprenticeship Programs
- ☐ Business and Technical Schools
- ☐ Military
- ☐ Community Colleges
- ☐ Financial Aids
- ☐ Setting Up My Career Goals

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# Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services

Grossmont Union High School District

ERIC Full Text Provided by ERIC

GROSSMONT UNION HIGH SCHOOL DISTRICT
Murray Drive Exit
Interstate 8
La Mesa, California 92041

To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph. D.
Director, Pupil Personnel Services

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ERIC

MOUNT MIGUEL HIGH SCHOOL
1800 Sweetwater Road
Spring Valley, California 92077

To Mount Miguel Students and Their Parents:

In a young person's life, the high school years are the time when many decisions are made about careers. This booklet was prepared in order to make the decision-making process a little easier.

We hope that you will read through this booklet and then, if you need more help in planning your education and your career, come in and see any of the guidance staff listed in the back of this booklet.

Yours very truly,

Richard C. McGarvey

Richard C. McGarvey
Director of Guidance

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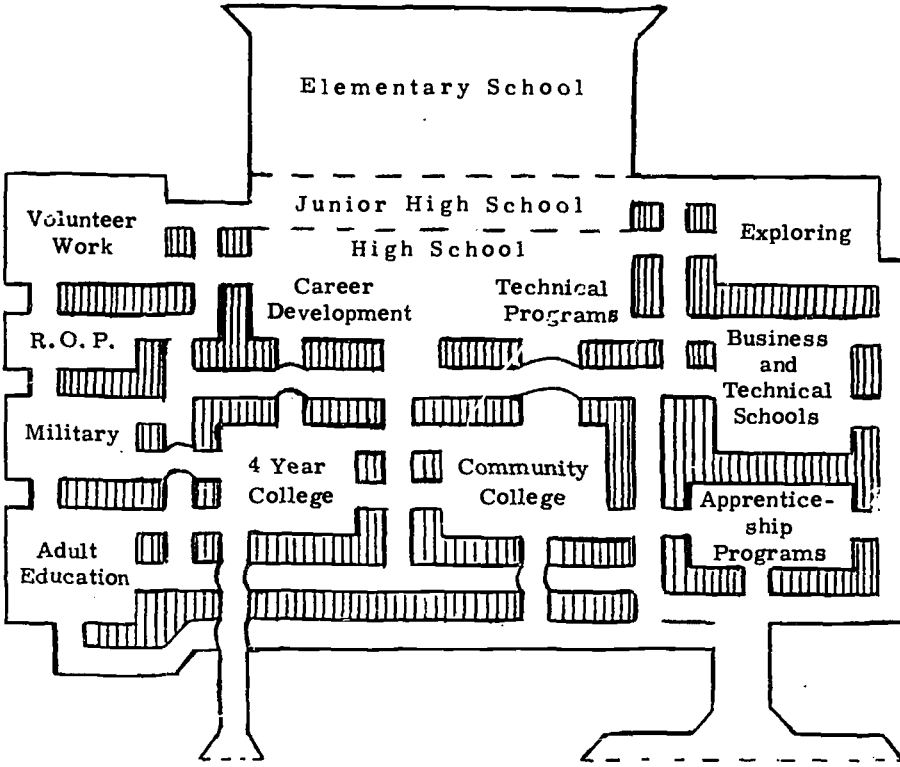
# BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?



Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.


| | | | |
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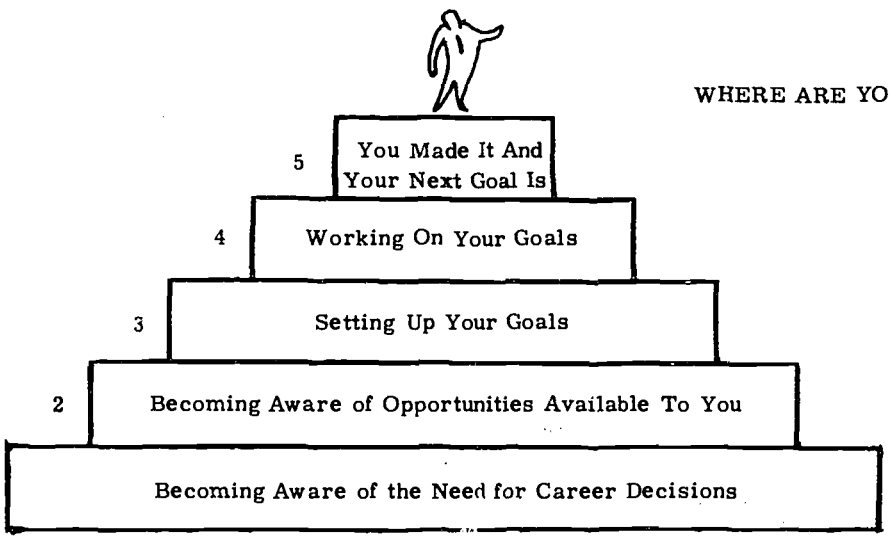
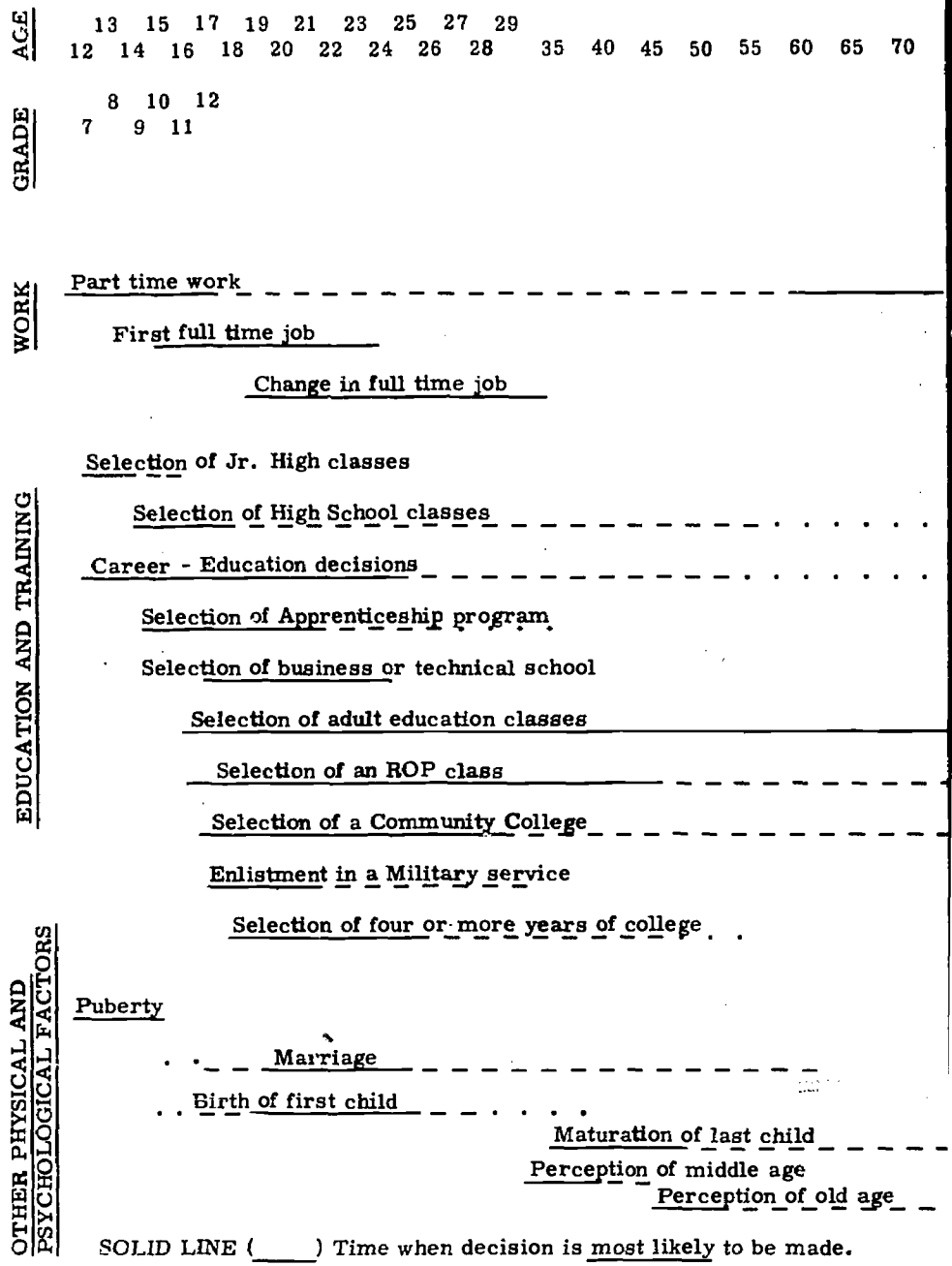


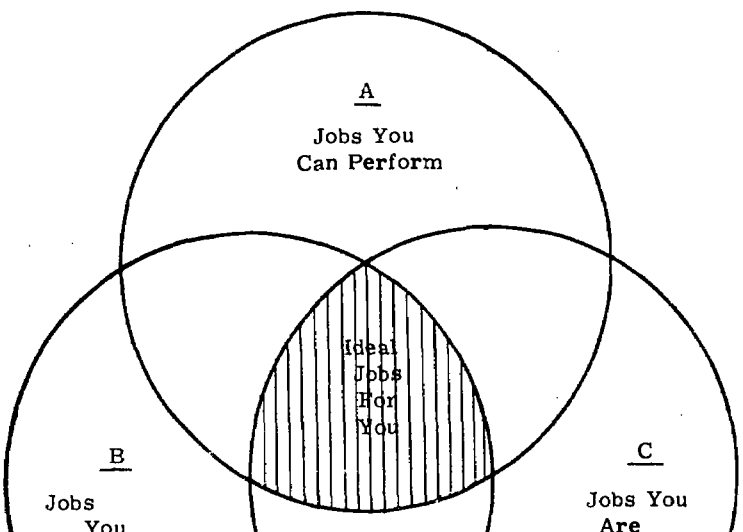


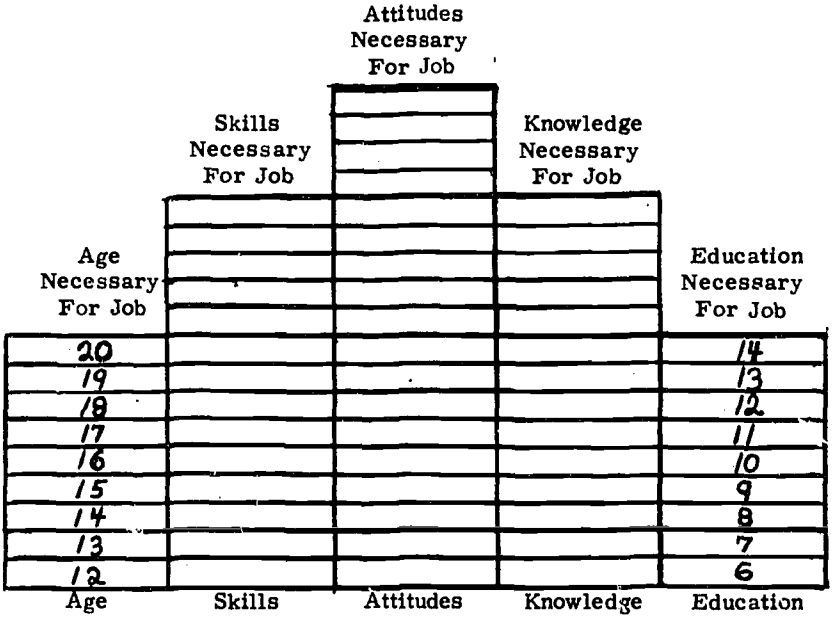

SOLID LINE (____) Time when decision is most likely to be made.
BROKEN LINE (_ _ _) Time when decision may have to be made.
DOTTED LINE (. . .) Time when decision is least likely to occur.

First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.






This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.

# OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department

Business Education Department

English Department

Home Economics Department

Mathematics Department

Music Department

Physical Education Department

Science Department

Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

| | | |
|---|---|---|
| Agricultural Classes | Diesel Mechanics | Metal Trades |
| Auto Body | Drafting | Plastics |
| Auto Mechanics | Electricity | Woodworking |
| Building Construction | Electronics | |

## LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V.I.E.W. (Vital Information for Education and Work)
Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.

## STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

CLERICAL OCCUPATIONS
CRAFTSMEN - CONSTRUCTION
CRAFTSMEN - MECHANICS AND REPAIRMEN
CRAFTSMEN - OTHER
FARMING, LOGGING AND RELATED, FISHERIES
GOVERNMENT OCCUPATIONS
MANAGERS, OFFICIALS, PROPRIETORS
MEDICAL SERVICES
PRODUCTION WORKERS - OPERATIVES
PROFESSIONAL - ARTS, JOURNALISM, RECREATION
PROFESSIONAL - TEACHING AND SCIENTIFIC
PROFESSIONAL - ENGINEERING AND DRAFTING
PROFESSIONAL - OTHER
SALES OCCUPATIONS
SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.

Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

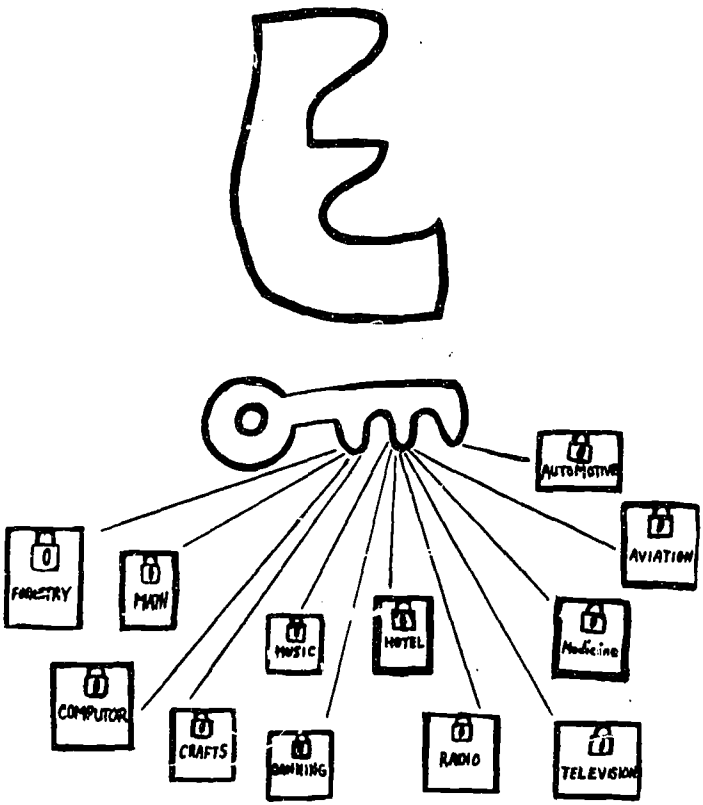
Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics
Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.

Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computer and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.



## REGIONAL OCCUPATIONAL PROGRAM

The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School

Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School

Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

- Automotive
- Barber
- Bricklayers and Stonemasons
- Carpentry and Drywall
- Carpet Linoleum and Soft Tile
- Cement Mason
- Glaziers
- Ironworkers
- Lathers
- Machinist
- Meatcutters
- Mill Cabinet Maker
- Operating Engineers
- Painter-Drywall Taper
- Plasterers
- Plumbers and Pipefitters
- Roofers
- Sheet Metal
- Sound Technicians
- Surveyors
- Teamsters Heavy Duty Construction Mechanic
- Typographical
- Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260

Military Service. If you think the military may be in your future, you may eithe go to your career center or call or visit your local recruiter. There are numer ous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the militar; services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook
Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

| | |
|---|---|
| US ARMY RECRUITING - 356 N. Magnolia, El Cajon | 442-5700 |
| US ARMY RESERVES - Admiral Baker Road | 283-5571 |
| US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon | 447-0775 |
| US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon | 444-5794 |
| US MARINE CORPS RESERVE TRAINING CENTER Miramar NAS, San Diego | 277-5635 |
| US NAVY RECRUITING - 352 N. Magnolia, El Cajon | 442-5177 |
| US COAST GUARD RECRUITING - 842 Broadway, San Diego | 239-8826 |
| US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego | 293-5185 |

Community Colleges offer a wide range of career opportunities. You can take only those classes which relate directly to the occupation you are studying. Once you have completed these courses you will receive a certificate of completion. If you also take the general education courses required at the Community College you may receive an AA (Associate of Arts) or an AS (Associate of Science) degree at the completion of the program.

The following is a list of majors offered at Grossmont Community College:

Accounting & Bookkeeping
Air Traffic Control
Applied Arts & Crafts
Architectural Drafting
Automobile Emission Control
Banking & Finance
Bio-medical Technology
Broadcasting
Building Construction Technology
Business Data Processing
Business Management
Child Development - Nursery Schools
Civil Engineering Technician
Commercial Art
Comprehensive Homemaking
Computer Technology
Correctional Science (Criminal Justice)
Crafts
Dental Assisting
Electronic Technician
Electronics Drafting
Emergency Medical Care
Engineering Drawing
Engineering Technology
Food Service
General Office
Governmental Administration
(Governmental Service)
Home Furnishings Merchandising
Identification Technology (Criminology)
Industrial Technology
Inhalation & Respiratory Therapy
Instructional Media Technology
Instrumentation Technician
Journalism
Library Technician
Marketing (Mid-Management)
Mechanical Drafting
Nursing - Registered
Photography
Pilot Training (Aerospace)
Police Science
Probation Assistant
Processes/Material Technician
Radiological Technology
Real Estate
Recreation
Restaurant Management
Retailing/Sales Management
Secretarial - general
Secretarial - legal
Secretarial - medical
Security
Stagecraft
Supervision
Surveying
Teacher Assistant (Instructional
Associate)
Technical Illustration
Technical Writing
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.

## SCHOLARSHIPS AND FINANCIAL AIDS

Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

Below is one prominent type of grant available to students going into vocational careers where there is a shortage of skilled people.

Occupational Education and Training Grants (State of California) (500)

These grants are for students who have the aptitude and desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs in public or private institutions. They will pay up to $2,000 in tuition, plus up to $500 for training related costs. Grants will be awarded in areas of manpower need. See your school counselor for more information.

Deadlines for submission of application is usually in January.

# SETTING UP YOUR GOALS

First let's talk about what a career goal consists of. The following list ntains the three ingredients of your goal along with some examples:

1. A skill involves the ability to perform a task.

   a. Throw a baseball accurately (baseball)
   b. Operate a telescope (astronomy)
   c. Wire a lamp (electricity)
   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. Knowledge is knowing information.

   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. An attitude involves just that; how you feel about some things.

   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
   c. A respect for safety in working with live wires (electricity)
   d. An appreciation of the wisdom of the writers of our constitution (civics)
   e. A belief that good grammar is essential in making yourself understood (English)

Here is a list of things that are important factors to consider in deciding ur career goal.

1. Abilities. You should take into account your mental and physical abilities when choosing your career goal.

2. Personality. You should enjoy what you are doing and it should be rewarding in some way to you.

3. Health. Is your health such that you will not become ill from the job?

4. Job. What will the hours be? What will the pay and fringe benefits be?

5. Training. Where are you going to get it and of what quality will it be?

6. Financing. How are you going to pay for your training, living arrangements and the like?

7. Time. How many weeks or years of training will it take for you to reach your career goal?

8. Job Availability. Will there be a job for you after you are trained, and will it last? Will you have to move?

9. High School. What are you currently doing in high school to help you towards your goal?

10. Other Goals in Life. Will this career be compatible with other goals in life?

11. Personal Interests. Hobbies and the like that you enjoy doing and how they will relate to your job.

12. Effects on others. How will this goal effect people who are emotionally tied to you?

13. Other personal situations you are aware of that may affect your job goal.

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.

---

# WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

List the other activities during high school that will help you towards you career goal (example: tests for admittance to vocational school). List these activities and dates.

Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal _____

Immediate Goals _____

_____

_____

_____

_____

# YOU MADE IT! AND YOUR NEXT STEP IS...

Future Goals _____

_____

_____

_____

_____

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## GUIDANCE SERVICES

Career Development Center - Room 114 - open daily from 7:00 a.m. to 4:00 p.m. and also Monday evenings, 6:00 p.m. to 8:30 p.m.

Staff - Warren C. Bellows, Career Development Specialist
Claudia Bultez, Career Center Clerk
David M. Phillips, Vocational Counselor

Services Offered -

1. Career planning and guidance through individual counseling with a credentialed counselor specializing in career counseling.

2. Aptitude testing on request. The General Aptitude Test Battery (GATB) developed by the United States Employment Service and recognized as one of the best measures of vocational aptitude is available to all Mt. Miguel students.

3. Interest inventories which measure individual interest patterns and compare them to occupations are available upon request.

4. Information and catalogues covering all the technical and occupational training appointments available in San Diego.

5. County information and pamphlets describing careers, professions, and occupations. Much of this is free "give-away" pamphlets.

6. Catalogues from 477 different colleges and universities are available in the center for student use. In some instances, catalogues may be checked out over the weekend.

7. V.I.E.W. (Vital Information for Education and Work) Microfilm cards describing current job opportunities in the San Diego area are available along with two microfilm readers. (VIEW is also available in Spanish.)

8. Sound film strip and slide programs describing jobs, careers, how to find jobs and other career topics, along with individual viewing equipment available for student use.

9. Job placement for both full time jobs (upon graduation) and part time jobs is available through the center.

10. Counseling help with job orientated problems, such as labor laws, income tax, getting along with the boss, etc.

## GUIDANCE HELP

Each counselor at Mount Miguel High School has a specific field of expertise and students are encouraged to set up appointments with whichever counselor can provide them with the information vital to their education or vocational needs.

Listed below are members of the Mount Miguel High School Counseling staff with their related specialities.

| NAME | SPECIALTY |
|---|---|
| Mrs. Martha Cummings | Educational Counselor, grades 10, 11, 12- last names Sl through Z. Specialist in University and 4 year college admissions and scholarships. |
| Mrs. Vela Gwin | Educational Counselor, grade 9 - last names G through Z. |
| Mr. David Leewaye | Educational Counselor, grades 10, 11, 12- last names N through Sk. Specialist in Community College (Grossmont College), interest and aptitude testing. |
| Mr. Ken Peeters | Educational Counselor, grades 10, 11, 12- last names D through H. |
| Mr. David M. Phillips | Educational Counselor, grades 10, 11, 12- last names I through M. Specialist in technical vocational and business training, career planning and vocational counseling. |
| Mr. W. Robert Sanders | Educational Counselor, grades 10, 11, 12- last names A through C. |
| Mr. William White | Educational Counselor, grade 9 - last names A through F. |
| Career Development Specialist - | |
| Mr. Warren C. Bellows | Career Development Center, Room 114. Student placement. |
| School Psychologist - | |
| Mr. Robert Jensen | Psychological Services - temporary building near entrance to student parking lot. |

Place
8¢
Stamp

GUIDANCE DEPARTMENT
Mount Miguel High School
1800 Sweetwater Road
Spring Valley, CA 92077

---

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Notes

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La Mesa, CA.
Permit No. 3 GB

## Request For Help Information

Student's Name _____

Address _____

City _____ Zip Code _____

Phone _____

Please call me from class:

Room _____

Period _____

Class _____

Teacher _____

Counselor _____

- ☐ Help-I don't know where to start
- ☐ I Would Like Information On: (Check any/all that you wish)
- ☐ Classes In My High School
- ☐ General or Vocational Career Development
- ☐ Exploratory Career Development
- ☐ Vocational Classes in G. U. H. S. D.
- ☐ V. I. E. W.
- ☐ Career Information Directory
- ☐ Dial-A-Career
- ☐ Careers
- ☐ Volunteer Bureau
- ☐ Exploring
- ☐ R. O. P.
- ☐ Apprenticeship Programs
- ☐ Business and Technical Schools
- ☐ Military
- ☐ Community Colleges
- ☐ Financial Aids
- ☐ Setting Up My Career Goals

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# Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services

Grossmont Union High School District

ERIC Full Text Provided by ERIC

GROSSMONT UNION HIGH SCHOOL DISTRICT
Murray Drive Exit
Interstate 8
La Mesa, California 92041

To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson, Ph. D.
Director, Pupil Personnel Services

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EL CAPITAN HIGH SCHOOL
10410 Ashwood Street
Lakeside, California

Dear El Capitan Student:

Within the next two years, someone is going to congratulate you upon your graduation from high school. There will be the prom, the after-prom, baccalaureate and graduation ceremonies... and then what? Some of you, no doubt, have already determined your after high school plans. They include Grossmont College, a trade school, marriage, military service, university studies...or...

What about you? Are you ready to face the post high school world, or are you one of the many young adults who have never taken the opportunity to seriously question, "What next?" If you are one, this booklet should be of real service to you. Even if you think you already have your plans mapped out, you will find this booklet to be of help. Included within it, you will find the resources and places to turn for information. Here you will find the names of people to contact, places to look. You will even find something to mail for additional information. Please take a few minutes out of your busy schedule and look over these contents. After you have done that, put this booklet away someplace where you can use it for handy reference in the future.

One final thought...We are very fortunate to have a fully developed Career Center on campus. If you have never stopped by, it's right next to the Counseling Offices. Mr. Harb, our Career Counselor, and Mr. Paradowski, our Career Development Specialist, will be happy to provide you with all sorts of information. In the Career Center, you will find college catalogs, trade school catalogs, information about military services, and information about virtually every kind of job that can be found in this nation. If you've never stopped in, why not do it soon. We think you will like it.

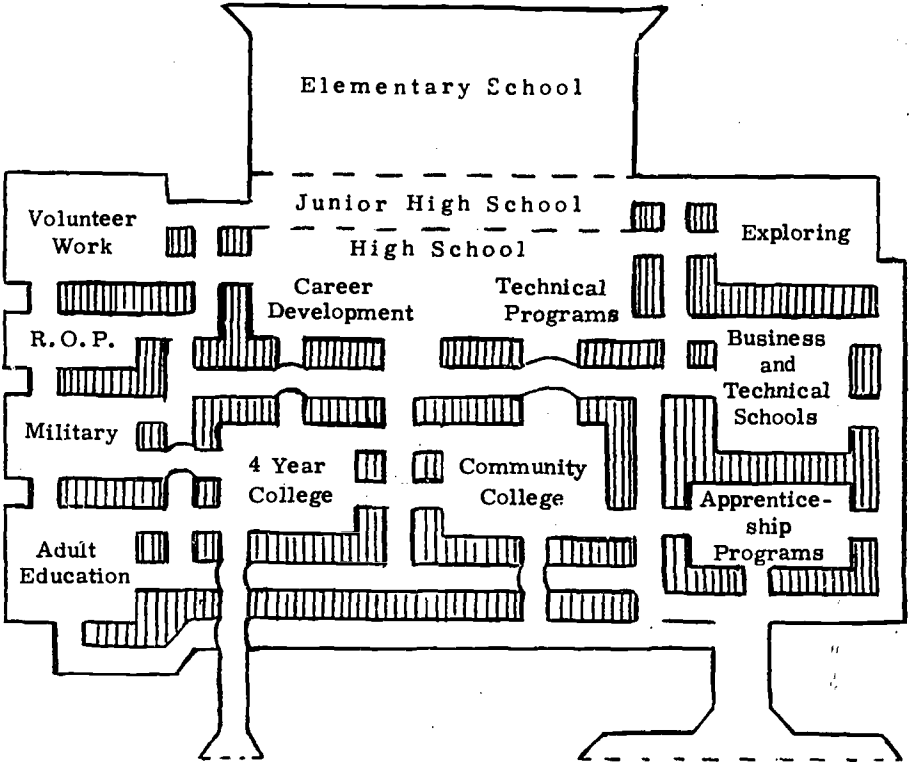
Sincerely,

W.F. DAVIS
Principal

# BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?



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Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.


| | | | |
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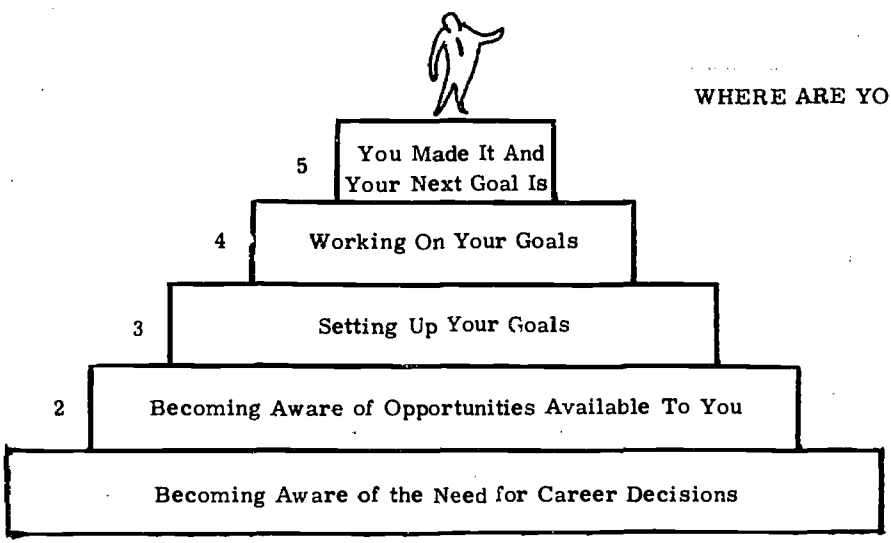

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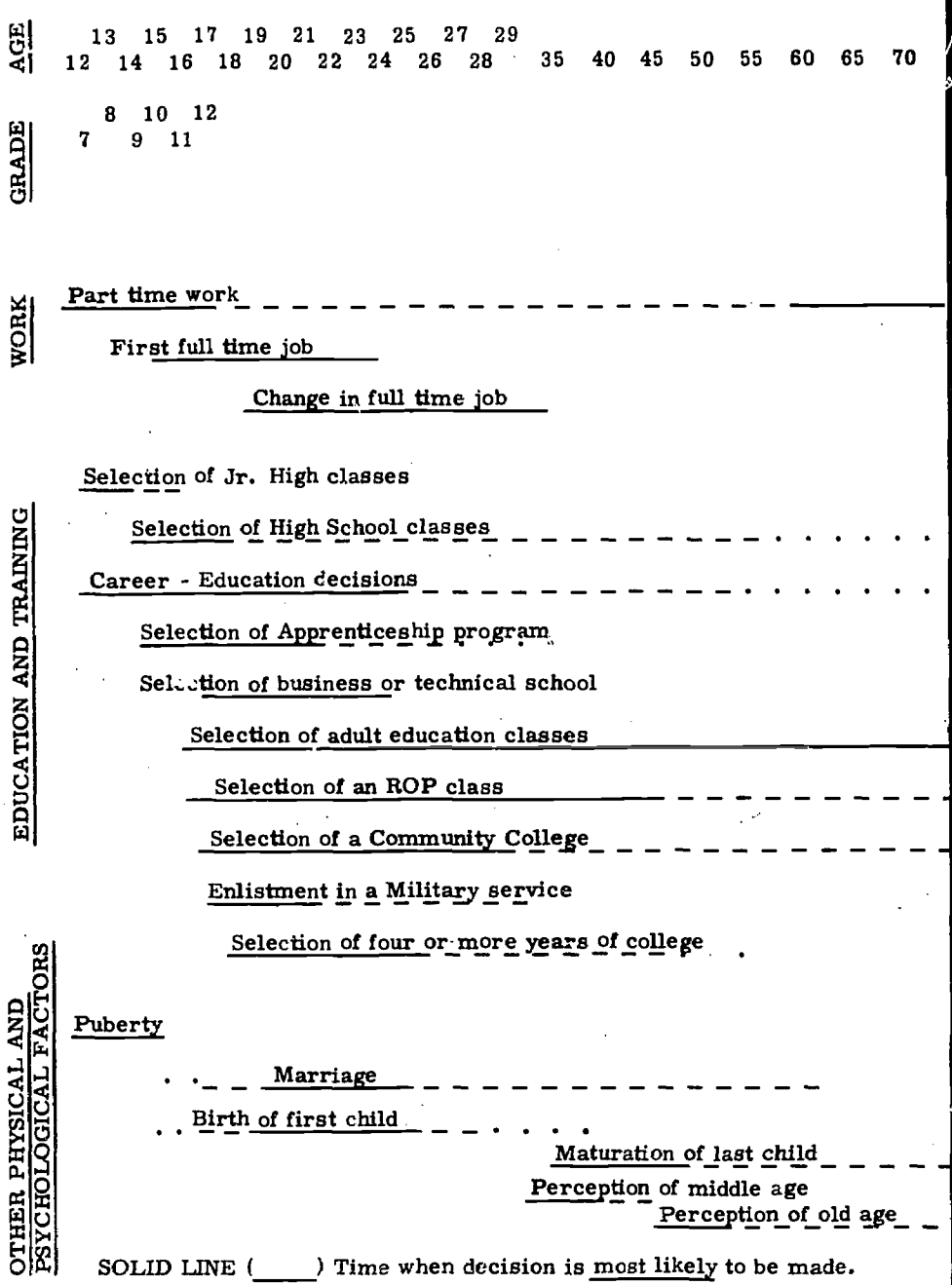
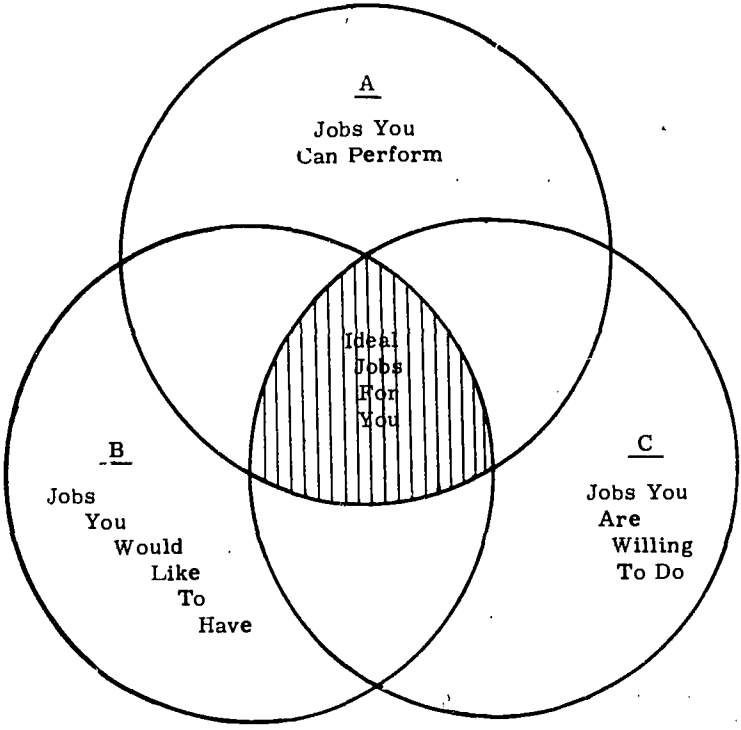


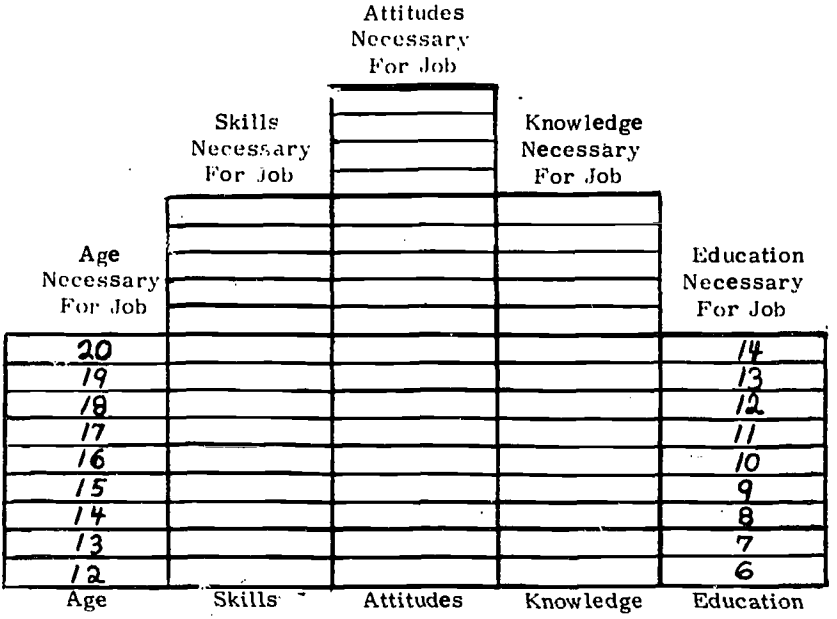

SOLID LINE (_____) Time when decision is most likely to be made.
BROKEN LINE (_ _ _) Time when decision may have to be made.
DOTTED LINE (. . .) Time when decision is least likely to occur.

First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.






This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.

# OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department

Business Education Department

English Department

Home Economics Department

Mathematics Department

Music Department

Physical Education Department

Science Department

Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

| | | |
|---|---|---|
| Agricultural Classes | Diesel Mechanics | Metal Trades |
| Auto Body | Drafting | Plastics |
| Auto Mechanics | Electricity | Woodworking |
| Building Construction | Electronics | |

## LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V.I.E.W. (Vital Information for Education and Work)
Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.

## STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

CLERICAL OCCUPATIONS
CRAFTSMEN - CONSTRUCTION
CRAFTSMEN - MECHANICS AND REPAIRMEN
CRAFTSMEN - OTHER
FARMING, LOGGING AND RELATED, FISHERIES
GOVERNMENT OCCUPATIONS
MANAGERS, OFFICIALS, PROPRIETORS
MEDICAL SERVICES
PRODUCTION WORKERS - OPERATIVES
PROFESSIONAL - ARTS, JOURNALISM, RECREATION
PROFESSIONAL - TEACHING AND SCIENTIFIC
PROFESSIONAL - ENGINEERING AND DRAFTING
PROFESSIONAL - OTHER
SALES OCCUPATIONS
SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.

Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

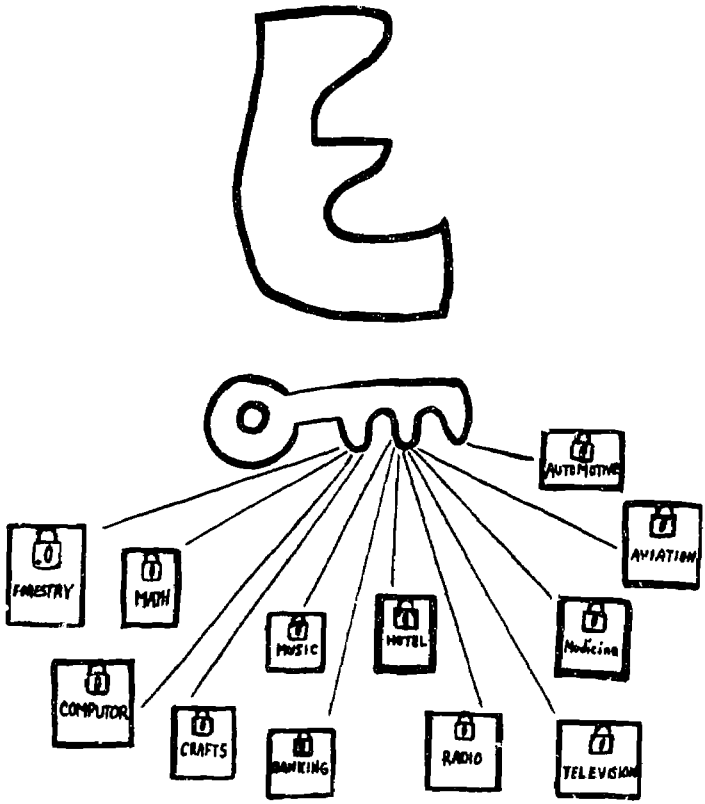
Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics
Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.

Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computor and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.



## REGIONAL OCCUPATIONAL PROGRAM

The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School

Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School

Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

Automotive
Barber
Bricklayers and Stonemasons
Carpentry and Drywall
Carpet Linoleum and Soft Tile
Cement Mason
Glaziers
Ironworkers
Lathers
Machinist
Meatcutters
Mill Cabinet Maker
Operating Engineers
Painter-Drywall Taper
Plasterers
Plumbers and Pipefitters
Roofers
Sheet Metal
Sound Technicians
Surveyors
Teamsters Heavy Duty Construction Mechanic
Typographical
Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260

Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook
Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

| | |
|---|---|
| US ARMY RECRUITING - 356 N. Magnolia, El Cajon | 442-5700 |
| US ARMY RESERVES - Admiral Baker Road | 283-5571 |
| US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon | 447-0775 |
| US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon | 444-5794 |
| US MARINE CORPS RESERVE TRAINING CENTER Miramar NAS, San Diego | 277-5635 |
| US NAVY RECRUITING - 352 N. Magnolia, El Cajon | 442-5177 |
| US COAST GUARD RECRUITING - 842 Broadway, San Diego | 239-8826 |
| US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego | 293-5185 |

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Accounting & Bookkeeping
Air Traffic Control
Applied Arts & Crafts
Architectural Drafting
Automobile Emission Control
Banking & Finance
Bio-medical Technology
Broadcasting
Building Construction Technology
Business Data Processing
Business Management
Child Development - Nursery Schools
Civil Engineering Techn
Commercial Art
Comprehensive Homemaking
Computer Technology
Correctional Science (Criminal Justice)
Crafts
Dental Assisting
Electronic Technician
Electronics Drafting
Emergency Medical Care
Engineering Drawing
Engineering Technology
Food Service
General Office
Governmental Administration (Governmental Service)
Home Furnishings Merchandising
Identification Technology (Criminology)
Industrial Technology
Inhalation & Respiratory Therapy
Instructional Media Technology
Instrumentation Technician
Journalism
Library Technician
Marketing (Mid-Management)
Mechanical Drafting
Nursing - Registered
Photography
Pilot Training (Aerospace)
Police Science
Probation Assistant
Processes/Material Technician
Radiological Technology
Real Estate
Recreation
Restaurant Management
Retailing/Sales Management
Secretarial - general
Secretarial - legal
Secretarial - medical
Security
Stagecraft
Supervision
Surveying
Teacher Assistant (Instructional Associate)
Technical Illustration
Technical Writing
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.

## SCHOLARSHIPS AND FINANCIAL AIDS

Almost any institution that you may go to for career training will have a financial aids section. They will in many cases put together a financial plan for you. It may be made up of loans, grants, work study, or a combination of all three. Find out just what it is going to cost you before you enroll at any school.

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(500)

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Deadlines for submission of application is usually in January.

# SETTING UP YOUR GOALS

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   a. Throw a baseball accurately (baseball)
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   d. Lead a discussion (civics)
   e. Take effective notes (English)

2. Knowledge is knowing information.

   a. The rules of baseball (baseball)
   b. The names and locations of various constellations (astronomy)
   c. The principles of electricity (electricity)
   d. How our federal government is organized (civics)
   e. The parts of speech and their functions (English)

3. An attitude involves just that; how you feel about some things.

   a. Sportsmanship (baseball)
   b. An appreciation of the place of man and earth in the universe (astronomy)
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ERIC

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7. Time. How many weeks or years of training will it take for you to reach your career goal?

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13. Other personal situations you are aware of that may affect your job goal.

After you have thoroughly investigated your career ideas and discussed them with people with whom you have emotional ties, and with professionals in the field of guidance, you should make your decision. Try to take into consideration the three parts in a career goal, and all the other factors influencing your life.

Write down your goal.

Place
8¢
Stamp

GUIDANCE DEPARTMENT
Granite Hills High School
1719 Madison Avenue
El Cajon, CA 92021

---

Cut Here & Mail or Deliver To:

PROGRAM PLANNING

During the month of March next year's Sophomores, Juniors, and Seniors will be programmed for summer school and the 1974-75 school year.

## Request For Help Information

Student's Name _____

Address _____

City _____ Zip Code _____

Phone _____

Please call me from _____ class:

Room _____

Period _____

Class _____

Teacher _____

Counselor _____

- ☐ Help-I don't know where to start
- ☐ I Would Like Information On: (Check any/all that you wish)
- ☐ Classes In My High School
- ☐ General or Vocational Career Development
- ☐ Exploratory Career Development
- ☐ Vocational Classes in G. U. H. S. D.
- ☐ V. I. E. W.
- ☐ Career Information Directory
- ☐ Dial-A-Career
- ☐ Careers
- ☐ Volunteer Bureau
- ☐ Exploring
- ☐ R. O. P.
- ☐ Apprenticeship Programs
- ☐ Business and Technical Schools
- ☐ Military
- ☐ Community Colleges
- ☐ Financial Aids
- ☐ Setting Up My Career Goals

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GUIDANCE HELP

Mr. Buller:

Grossmont College
Catalog, J. Feare, Brochures, Flyers, High School Student Enrollment, Field Trips
Testing
State Mandated Tests, OVIS, Kuder, Incoming 9th Alg.-Geom.
Interpretation of Ind. and classes
Department Head Meetings
Second Task Force
Follow-up of Graduates (District Committee)
Class Activity: Prom

Mr. Davis:

University and four-year colleges
Catalogs, Brochures, Pamphlets, Flyers, Adm. data and Reps.
Rooms, Facilities
College Reference Books
Lovejoys, Barrows, etc.
College Entrance Tests
ACT, SAT, PSAT, Adv. Placement
Class Activities: Graduation, Cards/Announcements, Caps & Go
Honor Gra

Mr. Larivee:

Business and Trade Schools
(Beauty, Business, Technical)
Military
ASVAB interp., Brochures, Liaison, Draft, ROTC, Academic
Teacher Prep - Secretary Prep
Class Lectures
"How to Apply for a Job", "World of Work"
V.I.E.W. --- Interpret Related Information
Work Permits -- Social Security Cards
Class Activities: (also Mr. VanZanten) Grad Night, After Prom

Mr. Miller:

R.O.P.
Brochures, Enrollment, Grading (monthly to six weeks)
District Vocational Programs
Brochures, Class Lectures, Field Trips, Info. from OVIS
Course Selection Sheet
Driver Training (200-250 per semester)
Class Activities: Baccalaureate, Honor Juniors

Miss Smith:

Scholarships - Financial Aid
Advanced Placement
Correspondence -- High School and Trade
University of California, Brigham Young, La Salle, I.C.S.
Class Activities: Senior Awards, Senior Assembly, Honor Grads

Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal _____

Immediate Goals _____

_____

_____

_____

_____

# YOU MADE IT! AND YOUR NEXT STEP IS.

Future Goals _____

_____

_____

_____

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Automobile Emission Control
Banking & Finance
Bio-medical Technology
Broadcasting
Building Construction Technology
Business Data Processing
Business Management
Child Development - Nursery Schools
Civil Engineering Technician
Commercial Art
Comprehensive Homemaking
Computer Technology
Correctional Science (Criminal Justice)
Crafts
Dental Assisting
Electronic Technician
Electronics Drafting
Emergency Medical Care
Engineering Drawing
Engineering Technology
Food Service
General Office
Governmental Administration (Governmental Service)
Home Furnishings Merchandising
Identification Technology (Criminology)
Industrial Technology
Inhalation & Respiratory Therapy
Instructional Media Technology
Instrumentation Technician
Journalism
Library Technician
Marketing (Mid-Management)
Mechanical Drafting
Nursing - Registered
Photography
Pilot Training (Aerospace)
Police Science
Probation Assistant
Processes/Material Technician
Radiological Technology
Real Estate
Recreation
Restaurant Management
Retailing/Sales Management
Secretarial - general
Secretarial - legal
Secretarial - medical
Security
Stagecraft
Supervision
Surveying
Teacher Assistant (Instructional Associate)
Technical Illustration
Technical Writing
Urban Planning

If you happen to find a specific program you think you are interested in at a Community College, check with your school's career center; chances are they will have a catalog and/or pamphlet from the Community College that will give you more specific information.

Military Service. If you think the military may be in your future, you may either go to your career center or call or visit your local recruiter. There are numerous opportunities to obtain vocational training in the different military services. Here is a partial list of career opportunities available to you through the military services:

Accounting Clerk
Aircraft Engine Mechanic
Airport Serviceman
Appliance Repairman
Automotive Electrician
Automotive Mechanic
Baker
Barge Captain
Boiler Operator
Buyer
Chart Maker
Computer Technician
Construction Electrician
Construction Equipment Mechanic
Construction Equipment Operator
Construction Worker
Control Tower Operator
Cook
Data Systems Technician
Dental Technician
Electrician
Foundry Foreman
Harbor Policeman
Iron Structural Worker
Legal Clerk
Medical Technician
Musician
Newsman
Parcel Post Clerk
Patternmaker
Photographer
Printer
Surveyor
Technical Illustrator
TV Repairman
Weather Forecaster
Welder

Here are the addresses and phone numbers of local armed services recruiters:

| | |
|---|---|
| US ARMY RECRUITING - 356 N. Magnolia, El Cajon | 442-5700 |
| US ARMY RESERVES - Admiral Baker Road | 283-5571 |
| US AIR FORCE RECRUITING - 356 N. Magnolia, El Cajon | 447-0775 |
| US MARINE CORP RECRUITING - 354 N. Magnolia, El Cajon | 444-5794 |
| US MARINE CORPS RESERVE TRAINING CENTER Miramar NAS, San Diego | 277-5635 |
| US NAVY RECRUITING - 352 N. Magnolia, El Cajon | 442-5177 |
| US COAST GUARD RECRUITING - 842 Broadway, San Diego | 239-8826 |
| US COAST GUARD RESERVES - 2710 N. Harbor Dr., San Diego | 293-5185 |

Apprenticeship programs are available in many areas in San Diego County. Usually these programs consist of working with Journeymen in the field for a given time until a certain level of competency is reached. One caution, it may be very difficult to get into an apprenticeship program.

Here is a partial list of apprenticeship programs in the San Diego area:

Automotive
Barber
Bricklayers and Stonemasons
Carpentry and Drywall
Carpet Linoleum and Soft Tile
Cement Mason
Glaziers
Ironworkers
Lathers
Machinist
Meatcutters
Mill Cabinet Maker
Operating Engineers
Painter-Drywall Taper
Plasterers
Plumbers and Pipefitters
Roofers
Sheet Metal
Sound Technicians
Surveyors
Teamsters Heavy Duty Construction Mechanic
Typographical
Welder

For general Apprenticeship information, contact:

Mr. Nathan Jordan, Representative
Bureau of Apprenticeship and Training
U.S. Department of Labor
1927 Fifth Avenue, Room 206
San Diego, CA 92101
293-5260

Farrier (Horseshoeing) -- Granite Hills High School
Food Retailing -- 7-Eleven Training Center, La Mesa
Food Service Occupations -- Mt. Miguel High School
Graphic Communications and Productions -- El Cajon High School
Heating - Air Conditioning -- Grossmont High School
Home Appliance Repair -- Monte Vista High School
Hotel - Motel Careers -- American Business College, San Diego
Industrial Specialties Technology Lab. -- Grossmont College
Landscape Occupations -- El Capitan High School
Medical Clerk -- Health Occupations Ed. Center
Medical Transcription Training -- Health Occupations Ed. Center
Motorcycle Engine and Frame Repair -- El Capitan High School
Motorcycle and Small Engine Technician -- Borrego Springs High School
Nurse Aide-Orderly -- El Cajon Valley Hospital
Office Machine Repair -- Mt. Miguel High School/Monte Vista High School
Paying and Receiving Teller -- Health Occupations Ed. Center
Plastics -- Mt. Miguel High School
Radio and TV Repair -- Helix High School
Recreational Vehicle and Mobile Home Repair -- Casa Bonita Mobile Home Sales
Science Lab Assistant -- Mt. Miguel High School
Secretarial and Clerical Business Lab. -- El Cajon High School
Secretarial and Clerical Insurance Lab -- Monte Vista High School
Small Business Merchandising -- Sierra Vista High School
Small Engines and Outboard Repair -- El Capitan High School
Tailoring, Alterations and Sales -- Chaparral High School
Truck Driving Occupations -- Santana High School
Warehouse Occupations -- Santana High School
Welding - Combination -- El Cajon High School

## REGIONAL OCCUPATIONAL PROGRAM

The Regional Occupational Program (ROP) is a county wide public service which extends occupational education opportunities to all youth and adults in San Diego County and provides full-time placement services to assist students who have completed the courses to find a job.

Over 140 different (ROP) courses are available to Grossmont Union High School District students (mainly seniors and some juniors). Students can earn credit toward a high school diploma through successful completion of an ROP course, plus, a certificate of completion to present to employers.

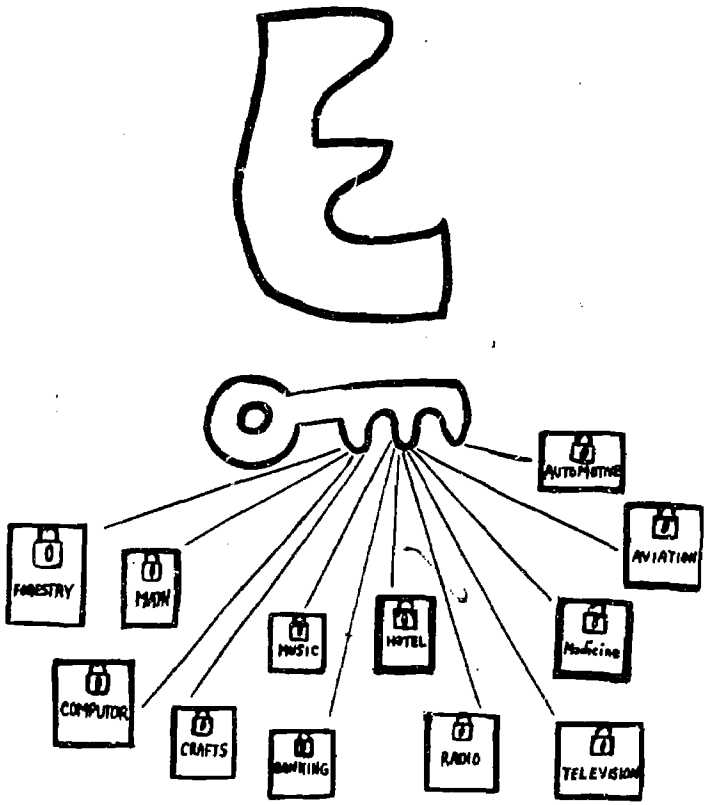
Students in the Grossmont Union High School District can obtain information concerning ROP courses, assistance in career planning, and enrollment forms from counselors in each high school.

Grossmont Union High School District students may attend courses at any of the following listed locations, and are not limited to courses that are available at their school of attendance. However, course offerings can and do change from time to time so be sure to check with your school counselor for the latest information available.

Airport and Aviation Occupations -- Grossmont College
Applied Marketing -- El Cajon High School and Parkway Plaza
Auto Air Conditioning and Heating -- Accessory Service Center
Auto Body and Frame Straightening -- Santana High School
Auto Body Repair -- Terry Allen Datsun
Auto Diagnostic Equipment Maintenance, Repair and Calibration (for emission control) -- Grossmont College
Auto Front-end Alignment and Brakes -- Terry Allen Datsun
Auto Repair - Foreign Car -- Terry Allen Datsun
Auto Towing and Emergency Road Service -- Grossmont High School and Johnston's Auto Service
Auto Transmission and Drive Lines -- Dean Jones Lincoln Mercury
Auto Tune-up -- Terry Allen Datsun
Auto Tune-up and Emission Control -- Santana High School
Bicycle Servicing and Repair -- Monte Vista High School
Child Care Occupations -- Grossmont College
Commercial Art -- Santana High School
Commercial Photography Occupations -- Granite Hills High School
Custodial and Housekeeping Occupations -- Grossmont High School and Rancho Del Campo High School
Dental Health Assistant -- Health Occupations Ed. Center
Diesel Mechanic -- Santana High School (Elliot Annex)
Electronic Business Machine Repair -- Helix High School
Electronics Technician Lab -- Helix High School
Electroplating -- Helix High School

Exploring is a scouting program that is organized around career interest posts. In San Diego County there are posts in such areas as Architecture, Automotive, Aviation, Banking and Business, Computor and Math, Construction and Crafts, Electronics, Engineering, Fire Science and Emergency, Hotel and Restaurant Management, Humanities, Law and Enforcement, Medicine, Merchandising, Music, Natural Science and Forestry, Oceanography and Radio-Television. This program is mostly for juniors and seniors in high school. Chances are you will be working with the leaders in the field of your interest if you join. To be a member you will probably have to meet these minimum requirements: attend a minimum of two one-hour meetings a month, plus field or laboratory projects; be between fourteen and eighteen years of age and still attend high school; pay membership fee of one dollar a year plus post dues.

For more information call 298-6121 at Boy Scout Headquarters.



Private Business and Technical Schools are available in San Diego and in the U.S.A. Be aware of what the school offers and check it out thoroughly before committing your time and money. For information on San Diego business and technical schools you can contact the school directly or see your counselor.

Books concerning occupational training programs lasting two years or less may be found at your school's career center or at a public library. Here is a partial list:

The Blue Book of Occupational Education

Lovejoy's Career and Vocational School Guide

Barron's Guide to Two-Year Colleges

American Junior Colleges

American Trade Schools Directory

Listed below are some examples of training that is available locally:

Airline Jobs
Architectural Drafting
Art
Auto Mechanics
Barbering
Bartending
Bookkeeping
Cashier - Checker, Grocery
Clerical
Communication Jobs
Computer Jobs
Cosmetology
Die Designing
Electronics
Foreign Languages
Income Tax
Industrial Math
Interior Decorating
Law
Machine Design
Mechanical Drafting
Medical Careers
Modeling
Motel Management
Real Estate
Secretarial (many types)
Shipfitting
Welding

The Volunteer Bureau can give you an opportunity to get placed in an area where people need help. You can be helping others and at the same time be learning about career opportunities where you work. For further information call 238-1377.

## STATE AND FEDERAL BOOKS AND PAMPHLETS ABOUT CAREERS

These books and pamphlets should be available at your school's Career Center, or at a public library.

Occupational Outlook Handbook describes thousands of jobs. It gives descriptions of the nature of the work, places of employment, training, other qualifications, advancement, employment outlook, earnings, working conditions and sources of additional information.

Encyclopedia of Careers and Vocational Guidance. Volume I, "Planning Your Career", is divided into different industries, businesses and occupational groups, explaining each. Volume II, "Careers and Occupations", gives the following information about each occupation: a definition, history, the nature of the work, requirements, special requirements, opportunities for experience and exploring, methods of entering, advancement, employment outlook, earning, conditions of work, social and psychological factors, sources of additional information and related articles in Volume I.

California Occupational Guides. These are pamphlets that are grouped into the following 15 careers groups:

CLERICAL OCCUPATIONS
CRAFTSMEN - CONSTRUCTION
CRAFTSMEN - MECHANICS AND REPAIRMEN
CRAFTSMEN - OTHER
FARMING, LOGGING AND RELATED, FISHERIES
GOVERNMENT OCCUPATIONS
MANAGERS, OFFICIALS, PROPRIETORS
MEDICAL SERVICES
PRODUCTION WORKERS - OPERATIVES
PROFESSIONAL - ARTS, JOURNALISM, RECREATION
PROFESSIONAL - TEACHING AND SCIENTIFIC
PROFESSIONAL - ENGINEERING AND DRAFTING
PROFESSIONAL - OTHER
SALES OCCUPATIONS
SERVICE OCCUPATIONS

There are nearly 400 different pamphlets to investigate.

## LOCAL SOURCES OF CAREER INFORMATION

1. Your school Career Center.

2. V. I. E. W. (Vital Information for Education and Work)
   Microfilm cards containing four pages of recent information about 242 local careers and educational prerequisites to careers (available at your career center).

3. Career Information Directory (Published by the Superintendent of Schools, Department of Education, San Diego County). This is a directory of local businesses and representatives of business that will do the following things for you: send speakers; lend films, slides, tapes and brochures; allow students on-site visitations; give individual vocational counseling to students; and allow students individual observations of business organizations (available at your career center).

4. Dial-A-Career 278-3013
   Daytime Service: 8:00 a.m. - 5:00 p.m. Your requests are personally handled.
   Nighttime Service: 5:00 p.m. - 8:00 a.m. Your requests will be recorded and personally handled the following day. This is a free service of the San Diego County Department of Education. They have materials concerning occupational information, training opportunities, and educational opportunities.

# OPPORTUNITIES AVAILABLE TO YOU

Your high school has many different classes in the following departments which can help towards your career. If you want to know about specific classes in a department, see your school counselor.

Art Department

Business Education Department

English Department

Home Economics Department

Mathematics Department

Music Department

Physical Education Department

Science Department

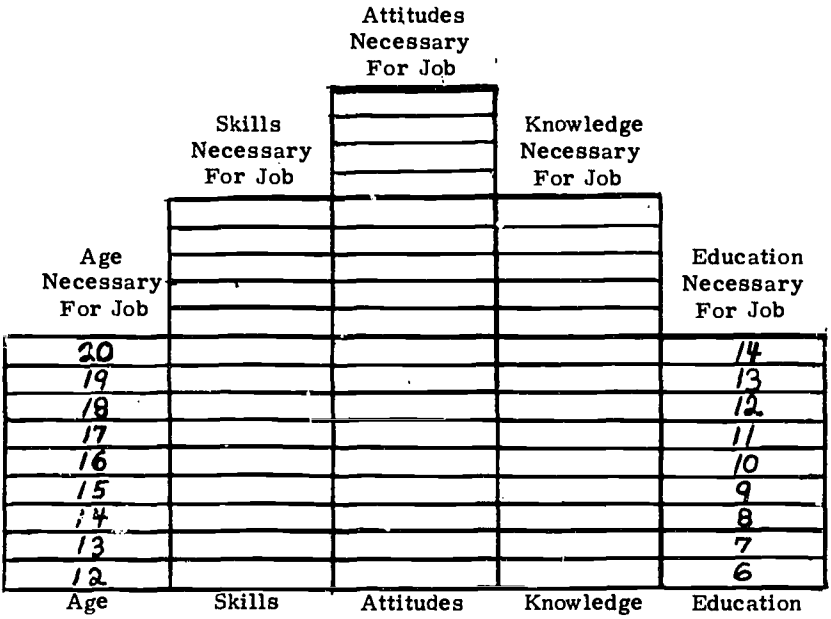
Social Studies Department

Career Development. If you have a part time job you can earn and learn at the same time. This class is open to juniors and seniors. Ten units a year may be received for Career Development, with a maximum of forty units towards graduation. You must meet the requirements of the Career Development Specialist: he must approve of the job; you will have to turn in time cards every week; the Career Development Specialist will give you related instruction; and you must meet the minimum requirements of time spent on the job by hours and number of weeks. In most cases you must have a work permit.

Exploratory Career Development is where you are placed on a job or jobs by the Career Development Specialist to see whether you would like to go into that type of job after high school. You receive no pay, but you are given school credit just like in the class above.

Vocational Classes throughout the Grossmont District are available to you. Of course, you may need to provide your own transportation. Here is a partial list of offerings available:

| | | |
|---|---|---|
| Agricultural Classes | Diesel Mechanics | Metal Trades |
| Auto Body | Drafting | Plastics |
| Auto Mechanics | Electricity | Woodworking |
| Building Construction | Electronics | |



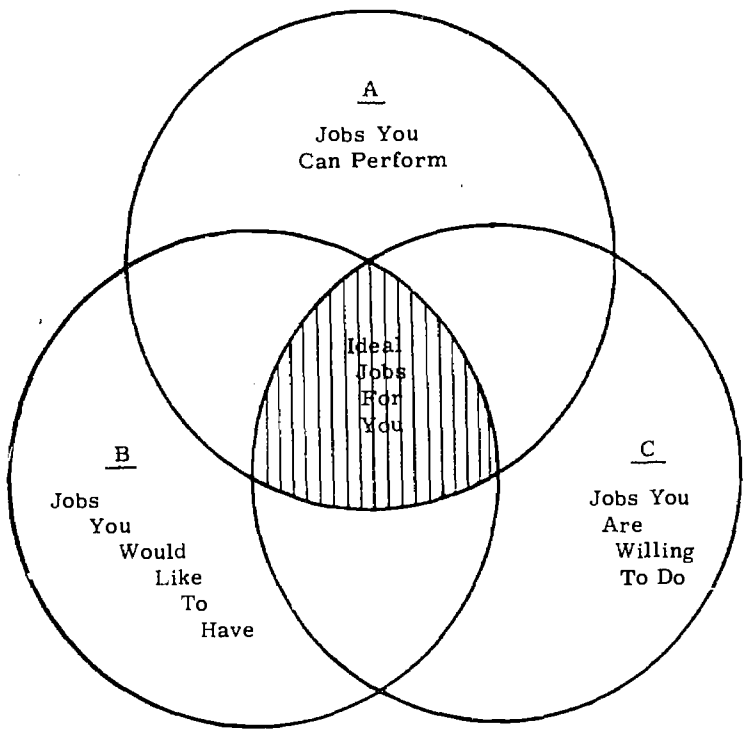

This chart is by no means a complete set of factors in reaching your goal, but it does show you that you have come a long way in your life already.

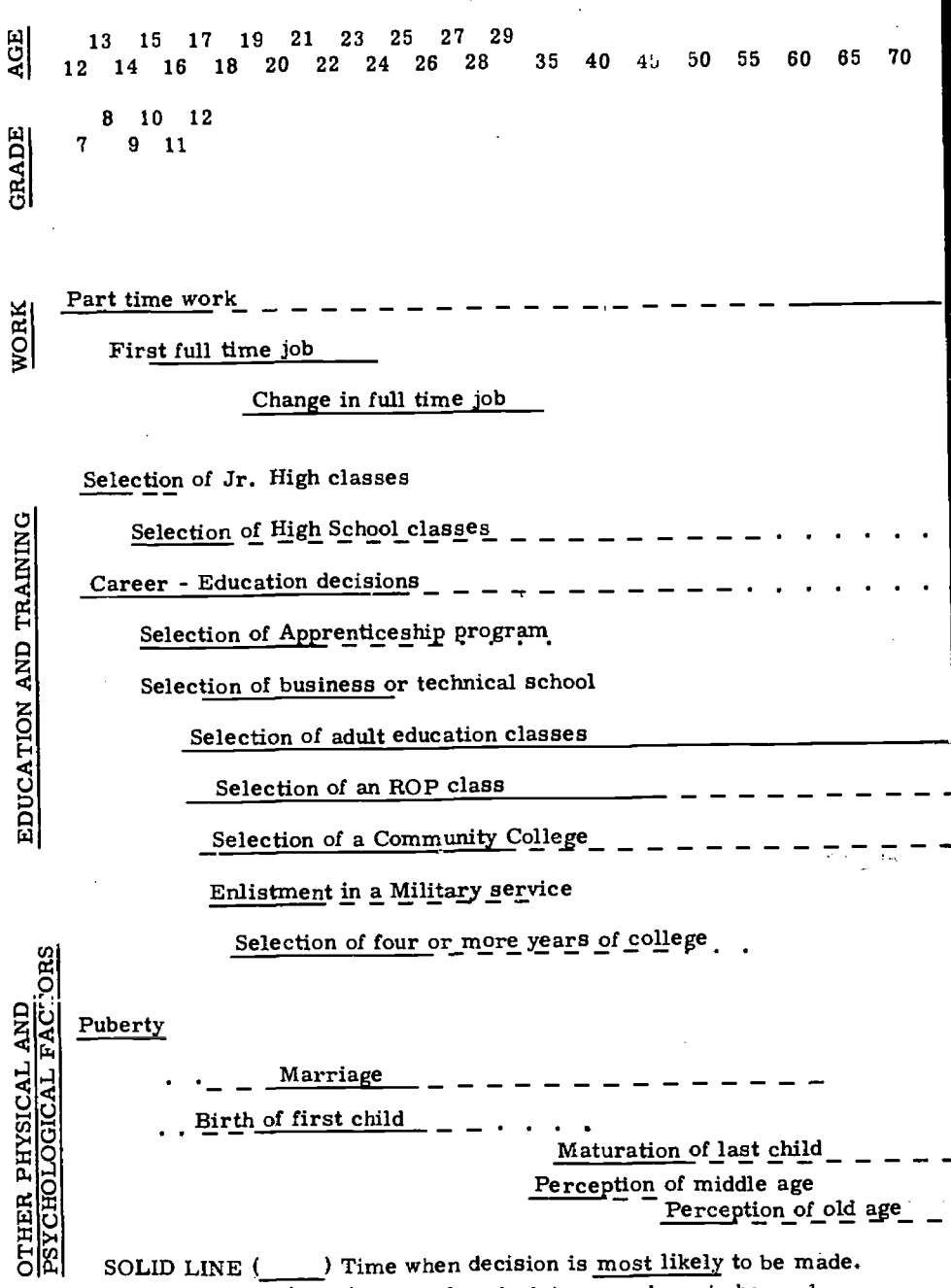
Hopefully you can now see the importance of making some basic career goals for your future. In the next section of the booklet is information that will help you learn about opportunities in different careers.

First let's talk about decisions. Wise decisions are usually based on two main factors: knowledge and attitudes. For making career decisions you need to have knowledge about yourself and about career opportunities. You also need to be aware of your own attitudes: what you like and dislike, what things you find rewarding, etc.

But decisions are not everything; you must determine where these decisions will lead you. It is a good idea to set up a specific career goal to work towards. To do this you need much information, and you need to take a good look at yourself. This booklet was written to help you set up a career goal. This first goal may turn out to be only one part of another, higher goal; but taking this first step is important.

The diagram below shows three crucial factors that should help determine your career goal: you must be able to do the job, you must enjoy doing the job, and you must be willing to do the job.






SOLID LINE (_____) Time when decision is most likely to be made.
BROKEN LINE (_ _ _) Time when decision may have to be made.
DOTTED LINE (. . .) Time when decision is least likely to occur.

Look at the chart on the next page. If it seems to you like the decisions concerning your career future are upon you, chances are you are right. This booklet was written to help guide you through career decisions and help you see how setting career goals can help you. No one can tell you what to do with your life. The final decision is yours. Remember, help is available if you ask for it.

This booklet is set up in six parts for easy reference. The first five sections are concerned with where you are in your career decision making. The last section is about your high school guidance department.


| | | | |
|---|---|---|---|
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| PART | 2. | Opportunities Available to You | page 6-16 |
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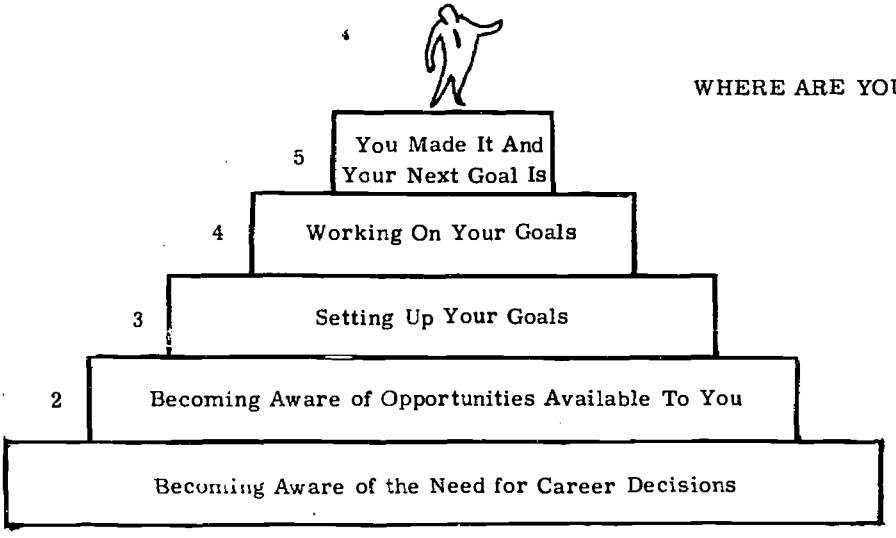
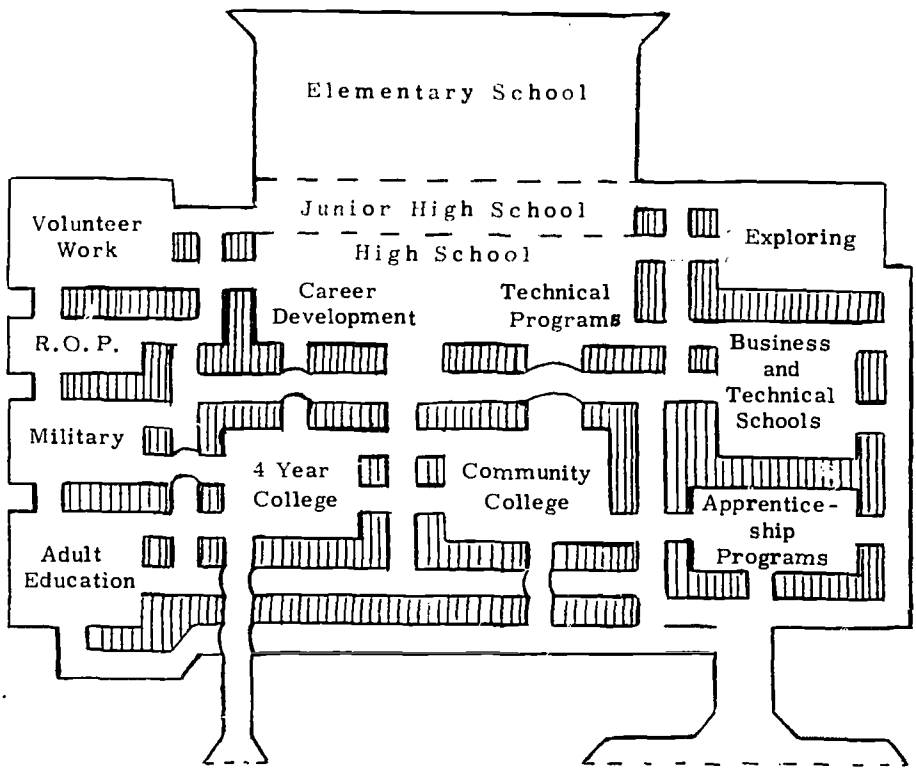
| PART | 4. | Working on Your Goals | page 19-20 |
| PART | 5. | You Made It! and Your Next Step Is ... | page 20 |
| PART | 6. | Your High School Guidance Department | |

# BECOMING AWARE OF THE NEED FOR CAREER DECISIONS

At the present time only one-fifth of all students entering the fifth grade in the United States end up graduating from a four-year college. Career guidance for the other four-fifths of the students is definitely a major educational need. Since half of those who do enter college will drop out before finishing, the high schools must see that every student, whether he plans to attend college or not, has a marketable skill upon graduation, or the knowledge and background to acquire one.

CAREER TRAINING MAZE
Which Path Will YOU Take?



GRANITE HILLS HIGH SCHOOL
1719 Madison Avenue
El Cajon, California 92021

To Granite Hills Parents and Students:

Each year new programs, new courses, and new requirements are added to the local high school curriculum. This booklet is designed to assist you in understanding some of the recent changes and additions that are occurring at Granite Hills High School.

As in the past, the staff at Granite Hills High School is working to include in our program new and relevant experiences for all students. As a result vocational and career development counseling have been expanded this year and further development is planned for next year. Answers to many questions are contained in this booklet and the counseling staff is available to answer your specific questions.

GRANITE HILLS COUNSELING STAFF

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GROSSMONT UNION HIGH SCHOOL DISTRICT
Murray Drive Exit
Interstate 8
La Mesa, California 92041

To Grossmont District Parents and Students:

Each of the Grossmont High Schools has a total guidance program that is provided to assist students in the very important task of career choice and career planning. The guidance services available in the program include testing, counseling, occupational and educational information, and assistance in preparing students for job placement. All of these services are provided on a continuous basis throughout high school so that students can be advised of occupational and educational training opportunities and related high school curriculum that will prepare them for entry into a job or on to further training after high school.

The purpose of the SAVVY Booklet which has been prepared by Alan W. Marshall is to inform students and their parents of the continuing guidance services available in the Grossmont District and to stimulate students' use of these services in career planning.

Thomas J. Jacobson

Thomas J. Jacobson, Ph. D.
Director, Pupil Personnel Services

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# Student Alternatives to careers Via Vocational opportunities available to Youth

Pupil Personnel Services

Grossmont Union High School District

ERIC Full Text Provided by ERIC

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GUIDANCE DEPARTMENT
El Capitan High School
10410 Ashwood Street
Lakeside, CA 92040

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Cut Here & Mail or Deliver To:

IMPORTANT PROGRAMMING DATES

| | |
|---|---|
| Mid-February through March | Programming for 74-75 school year. |
| June 17 | The first 7 week session of summer school begins. |
| July 11 | The second 7 week session of summer school begins. |
| August 5 | The post session of summer school begins ($3\frac{1}{2}$ wks.) |
| August 26 | Counselors return to school to update programs prior to ESP. |
| September 3 | ESP begins. |
| September 10 | School begins. |

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## Request For Help Information

Student's Name _____

Address _____

City _____ Zip Code _____

Phone _____ _____

Please call me from class:

Room _____

Period _____

Class _____

Teacher _____

Counselor _____

- ☐ Help-I don't know where to start
- ☐ I Would Like Information On: (Check any/all that you wish)
- ☐ Classes In My High School
- ☐ General or Vocational Career Development
- ☐ Exploratory Career Development
- ☐ Vocational Classes in G. U. H. S. D.
- ☐ V. I. E. W.
- ☐ Career Information Directory
- ☐ Dial-A-Career
- ☐ Careers
- ☐ Volunteer Bureau
- ☐ Exploring
- ☐ R. O. P.
- ☐ Apprenticeship Programs
- ☐ Business and Technical Schools
- ☐ Military
- ☐ Community Colleges
- ☐ Financial Aids
- ☐ Setting Up My Career Goals

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E veryone tries to
L isten when you

C all for
A ssistance and Guidance
P romptly

How good a guidance department is will hinge on how much help we can give Guidance implies that we'll help guide, but not decide. Responsibility for decisions has to rest with you.

What are some of the ways to make a decision? Let's explore that one. Guess, flip a coin, let some one else do it, or make a decision based on the bes information available to you. This is where the guidance department comes in.

First, find some of the information yourself. Do some digging in the Caree Center. The Career/Vocational Counselor Specialist will help you in any way possible. If they are not available, Career Center Technicians can help you get started on finding things.

Second, use the information to form some possibilities as to what you would like to do. One good technique is to think about what you enjoy for your hobbies. Is there a way to change your hobby skills into a career that you would like?

Third, narrow down the possibilities to some tentative decisions. You don' have to narrow it down to one, because the career you may be interested in may not have any job openings. Give yourself a second or third choice, in case the first one doesn't work.

Fourth, see your counselor for assistance and guidance, after you've done some of the work yourself. Guidance means help, but let the help start with you

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# EL CAPITAN COUNSELING PROGRAM

In order to help students in the vocational and educational preparation, we have developed what we feel is an effective program to provide a maximum amount of counselor availability. Listed below you will find how students are assigned to counselors and the specialty areas for which each counselor is responsible:

| | | |
|---|---|---|
| Mr. Larry January<br>Mrs. Joan Gangwisch | | These counselors work exclusively with 9th grade students and are responsible for programming, parent contacts, and the development of tentative 4-year courses of study. |
| Mr. John Mates | Grades 10-12 (A-D) | Counseling Department Chairman Coordinates internal organization of counseling staff. |
| Mr. Richard Brown | Grades 10-12 (E-K) | Works with vocationally oriented students whose future plans involve junior college programs. |
| Mr. Winfield Dean | Grades 10-12 (L-Re) | College entrance and scholarship specialist. |
| Mrs. Joyce Hardin | Grades 10-12 (Ri-Z) | Testing coordinator for El Capitan |
| Mr. Easa Harb | | In charge of vocational counseling program, coordinates teacher prep program, office assistant and off campus vocational programs; responsible for operation of Career Center and liaison with community educational and employment facilities. |

In addition to the counselors listed above, we are also fortunate to have a full-time teacher who works in the Career Development field. Mr. David Paradowski is responsible for all students involved in General and Exploratory Career Development.

The heart of our vocational counseling program is our Career Center, Room 402. In Room 402, you will find brochures and catalogs from vocational schools and colleges, as well as college entrance information. You will also find information concerning virtually all kinds of jobs in the United States, including skills necessary, training required, and future employment outlooks. The Career Center also has a current index of job needs in San Diego County for high school graduates, as well as information on how to become employable in these areas.

ERIC

Now, lay out your post high school plans in the order you intend to do them. Set sub-goals for each goal.

Career Goal _____

Immediate Goals _____

_____

_____

_____

_____

# YOU MADE IT! AND YOUR NEXT STEP IS.

Future Goals _____

_____

_____

_____

_____



ERIC

# WORKING ON YOUR GOALS

First think about all the high school classes that you have already taken and list all the ones that will help you towards your goal.

Next, list the classes that you can take in future semesters to help you towards your goal. Set sub-goals for performance in these classes. Write down how these classes will help you.

List the other activities during high school that will help you towards you career goal (example: tests for admittance to vocational school). List these activities and dates.



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